



INDIAN CHILD AND FAMILY PRESERVATION PROGRAM

2525 Cleveland Avenue, Suite A Santa Rosa, CA 95403 • (707) 544-8509
456 N State Street, Suite C Ukiah, CA 95482 • (707) 621-8002

Position: ICWA Advocate III-V/COR Specialist
Worksite: Santa Rosa, CA and/or Ukiah, CA
Supervised By: Executive or Deputy Director/Office Manager
Service Area: Sonoma and/or Mendocino Counties (primary)
Salary Range: \$25-30/hr. + Benefits (per experience and funding availability)

JOB PURPOSE: The ICWA Advocate III-IV/COR Specialist shall provide an array of comprehensive services for ICFPP consortium Indian children and families who are in or at-risk of entering the court systems. Services shall include but not be limited to: Promoting the Indian Child Welfare Act (ICWA) be complied with; Protecting Indian children's rights on behalf of their Tribes; Assuring Indian children are placed in accordance with the ICWA; Work with families to aid in their reunification efforts; Assist families in obtaining culturally appropriate services designed to prevent the break-up of the Indian family unit whenever possible; and Assess and clear homes and foster parents according to tribally approved standards. The Custodian of Record (COR) Specialist will manage all aspects of the Tribally Approved Home (TAH) Program on behalf of ICFPP working directly with the ED and legal counsel. All ICFPP Employees are considered to be 'at will' employees.

DUTIES & RESPONSIBILITIES:

- Is a Custodian of Record cleared employee who oversees the TAH Program and conducts background checks and live scan fingerprint services to employees, volunteers, clients, Tribes, potential foster parents, emergency and respite providers.
- Shall be a designated Certified Fingerprint Roller.
- Maintains compliance of DOJ files in accordance with all applicable laws.
- Provides record-keeping duties and maintains confidentiality in all related matters of the ICFPP.
- Exercises excellent judgment when approving criminal background check exemptions.
- Knowledge of the Federal Indian Child Welfare Act (CITATION) and other State and Tribal laws pertaining to the welfare of Indian children.
- Works closely with Tribes, State and County Department of Social Services to advocate for Indian families.
- Works closely with other ICFPP team members on all aspects of the ICWA.
- Attend court on behalf of consortium children
- Attend training and ongoing education related to job position.
- *Conducts home walkthroughs, home assessments, and provides recommendations according to tribal standards, and creates clearance letters.*

- Provides other duties as assigned by the ED.

SKILLS REQUIRED:

- Strong organizational skills with acute attention to deadlines.
- Strong reading and writing skills with the ability to follow program standards.
- Ability to conduct interviews regarding sensitive subject matters and write reports.
- Good communication skills with the ability to interact with a variety of professionals in the Tribal, child welfare, legal, educational, and judicial work environments.
- Strong desire and ability to learn all aspects of the ICFPP, including possessing advanced computer skills.
- Willing to work a flexible schedule, as necessary.
- Willing to transport community members and assist in emergency situations, as necessary.

MINIMUM QUALIFICATIONS:

- Must possess an associate degree in Sociology, Early Childhood Development, Administration of Justice, or another closely related field plus 3 years' experience.
- Preferred Bachelor's Degree in Social Work, Native Studies, or a combination of 2 + years and valid experience in closely related field of work.
- Maintain a California Driver's license and be insurable.
- Must submit to and pass a Live Scan background check.
- Must be clearable as a Custodian of Record per the California Department of Justice.
- Must sign a confidentiality statement and submit to random drug testing.

SPECIAL QUALIFICATIONS:

- Must be sensitive to the needs of Native Americans and be knowledgeable or willing to learn of their culture, traditions (beliefs and practices), history, and community (in Northern CA).
- Must be willing to drive company vehicles, rental and/or personal vehicles with the opportunity for mileage reimbursement.

APPLY TO: Indian Child & Family Preservation Program

Attn: Elizabeth DeRouen

Phone: 707-544-8509

2525 Cleveland Ave. Suite A, Santa Rosa, CA 95403

Email Resumes to: admin@icfpp.net

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Self-Determination Act (Public Law 93-638). Subject to the

foregoing, Indian Child & Family Preservation Program is an equal opportunity employer. All application forms and resumes are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Indian Child & Family Preservation Program.

Reasonable Accommodation: Indian Child & Family Preservation Program will make reasonable efforts in the selection process to accommodate persons with disabilities. Please request any special needs accommodations in advance of selections procedures by calling (707)544-8509.