



## 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

<b>Position:</b>	Tribally Approved Home Specialist (TAHS)
<b>Worksite:</b>	Santa Rosa, CA and/or Ukiah, CA
<b>Supervised By:</b>	Executive or Deputy Director/Office Manager
<b>Service Area:</b>	Sonoma and Mendocino Counties (travel within California)
<b>Salary Range:</b>	\$23-28/hr. (per experience and funding availability)

**JOB PURPOSE:** The Tribally Approved Home 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 system. 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; Recruit foster parents; Assess homes and conduct clearance certifications according to tribally approved standards. All ICFPP Employees are considered 'at will' employees.

### DUTIES & RESPONSIBILITIES:

- Is a Custodian of Record cleared employee who is able to review criminal background information for potential foster parents, employees, and volunteers.
- Maintain confidentiality and exercise excellent judgment when clearing Tribally Approved Homes.
- Conduct home walkthroughs, home assessments, and provide recommendations according to tribal standards.
- Provide transportation, provide supervision for visitation, conduct home visits, and assist in emergency situations as needed.
- Provide other duties as assigned by the ED.

### SKILLS REQUIRED:

- Strong organizational, reading and writing skills with acute attention to details and deadlines.
- Ability to conduct interviews regarding sensitive subject matters and draft reports.
- Ability to effectively communicate in all professional areas related to Tribal child welfare.
- Possession of or willingness to acquire advanced computer skills.
- Willing to work a flexible schedule, including attending special events or training on behalf of ICFPP as necessary.
- Ability to maintain confidentiality in all related matters of the ICFPP.

**MINIMUM QUALIFICATIONS:**

- Must possess an associate degree in Sociology, Early Childhood Development, Administration of Justice, or another closely related field plus 2 years' experience.
- Preferred Bachelor's Degree in Social Work, Native Studies, or a combination of 1+ years and experience in closely related field of work
- Maintain a California Driver's license and be insurable.
- Must submit 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 knowledgeable 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](mailto: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.