



Quartz Valley Indian Reservation

Job Description

13601 Quartz Valley Road, Fort Jones, CA 96032

Phone: (530) 468-5907 Fax: (530)468-5908

Email: HumanResources@qvir-nsn.gov

JOB TITLE: Indian Child Welfare/Domestic Violence Program Director (ICWD)

REPORTS TO: Tribal Administrator/Business Council

LOCATION: Administration

CLASSIFICATION: Regular Full-time Exempt position

Position Summary

The primary duty of this position is to manage the removal and placement of Quartz Valley Indian children in custody, foster care, and adoption cases and protect the best interest of QVIR children and to promote the stability and security of QVIR children. This position reports to the QVIR Tribal Administrator and the Business Council. Under general supervision of the Tribal Administrator, this position serves as the Tribe's primary contact for Indian Child Welfare cases. The primary goal of the QVIR ICWD is to be directly responsible for and to oversee the day-to-day administration and care of the Tribe's Indian Child Welfare Act Program, Domestic Violence Program, and Domestic Violence Shelter. The Director is responsible for grant writing, grant reporting, staff supervision, and management of the budget. Must be knowledgeable with the Indian Child Welfare Act. Must collaborate with local agencies and be knowledgeable and comply with 25 CFR, Part 20, and other governing laws, regulations, and policies.

Duties and Responsibilities

1. Develop, revise, and obtain approval of Indian Child Welfare (ICW) policies, procedures, forms, and files for the department consistent with the ICWA.
2. Develop, revise, and obtain approval of the Tribe's policies and procedures for domestic violence cases.
3. First responder for Indian Child Welfare reported cases. Must be able to investigate the circumstances of any minor in need of immediate care and develop and implement an action plan.
4. Must be able to establish emergency plans (short/long-term) placements.
5. Responsible for identifying temporary placement locations/households that meet the criteria of the ICW policies and procedures.
6. Must become familiar with local/regional/state agencies and court systems. The ideal candidate will have a highly visible presence in the community and will work collaboratively with community partners as well as other Tribes/Tribal organizations.
7. Must be able to guide and work with Tribal families to promote the well-being of family and our traditions, to hold reconciliation meetings, do evaluations, update case reviews, and help with any technical assistance.
8. Must be able to report to the Tribal Council and evaluate cases to present an accurate description of case severity. Be prepared to answer questions following the

- applicable laws and regulations.
9. Must be able to provide, coordinate, and plan programs and activities with other Tribal programs and departments.
 10. Must be confidential.
 11. Provides on-call crisis management services to victims of domestic violence, sexual assault, dating violence, and stalking.
 12. Assist DV victims with access to resources available.
 13. Develop or review safety plans for DV clients.
 14. Assist clients with preparation of forms, such as requests for protective orders and applications for services.
 15. Other duties as assigned.

Supervisory Responsibilities

This is a supervisory position. Supervises the Domestic Violence Coordinator and the staff of the Domestic Violence Program and shelter.

Desirable Qualifications

- Excellent organizational, customer service, public relations, and communication skills.
- Meticulous and detail oriented.
- Knowledge of QVIR values, history and culture and ability to apply this knowledge to all communication with Tribal members, other staff members and the public.
- Extensive experience in office management, writing and compiling reports.
- Experience writing, researching, and packaging grant applications.
- Experience writing policies and procedures.

Minimum Qualifications

Education/Experience

Master's degree in Social Work or a related human services field and a minimum of 1 year of progressive responsible management experience in tribal child welfare program management, or a Bachelor's degree in Social Work with 3 years progressive responsible management experience in tribal child welfare program management experience; or a High school diploma or GED required with 5 years progressive responsible management experience in tribal child welfare program management, or an equivalent combination of education and experience. 2 years experience in progressive management experience in the Domestic Violence field.

Conditions of Employment

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Must pass a comprehensive background check.

- Valid state issued driver’s license and/or the ability to obtain a California driver’s license and must be insurable on the Tribe’s insurance policy.
- Must be able to travel.
- Must be sensitive to both the economic and social needs of the Quartz Valley Indian Reservation’s tribal members.

Language Skills

Must have the ability to read, write and comprehend complex instructions, correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to clients, Council, and other employees of the organization.

Reasoning Ability

Ability to understand adherence to various program requirements, including confidentiality of information, or complex federal regulations.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Indian Preference

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701 (b) and 703 (i), preference in filling all vacancies will be given to qualified American Indian candidates.

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all QVIR policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

(DO NOT SIGN UNTIL OFFER LETTER IS PROVIDED)

Employee Signature

Date

Supervisor Signature

Date