

**Job Title: ICWA COORDINATOR**

**Department /Office:** Hopi Guidance Center  
**Reports to Whom (title):** Clinical Supervisor  
**Salary / Hourly Range:** 40  
**Job Classification Code:** 8864  
**Level of Background Check:** 1B  
**Status:** NON- EXEMPT  
**Driving Required:** Yes, As Required  
**Created:** 01/07/2014

**INTRODUCTION:**

This position is responsible for performing administrative duties and counseling services in support of the Hopi Guidance Center, Social Services. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in human/public relations.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Responsible for planning, coordinating, and monitoring the Indian Child Welfare Act (ICWA) activities; establishes goals and objectives in conjunction with established Hopi Guidance Center objectives; establishes methods of evaluating program effectiveness and implements changes for improvement(s).
2. Conducts intakes, preliminary assessments of requests, and determines eligibility for services(s); formulates and/or recommends service plan, and conducts home studies; maintains client records documenting client service delivery in accordance with social work standards and requirements of the funding agency.
3. Coordinate with villages and communities for input on ICWA cases and establishing connections between Village Leaders and Courts per Hopi Constitution.
4. Prepares and submits program reports on services provided, accomplishments and needs, etc., as required by the supervisor and funding agency and monitors confidential database information.
5. Consults with Hopi Prosecutor and/or General Counsel; submit formal documents to the Tribal Court. Represents the Hopi Guidance Center Social Services Program. Also, involved in and represents ICWA cases in State and other judicial hearings, etc.
6. Participates in Multidisciplinary Teams (MDT), case staff reviews, and reviews with the Hopi Social Services, Hopi Behavioral Health, and relevant Court personnel to coordinate services for clientele.
7. Performs other related duties as assigned or authorized by the supervisor to achieve office goals and objectives.

**PERSONNEL CONTACTS:**

Contacts are with other employee within/outside the immediate work area, supervisor, clients, family members, personnel of closely related agencies and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and establish a network of resources.

**PHYSICAL EFFORT & CONDITIONS:**

The work is performed in a standard office setting and in the community setting. The work may extend beyond the normal eight (8) hour daily schedule and will require the incumbent to maintain a flexible schedule to meet the demands of this job classification. The incumbent will be exposed to working under stressful conditions dealing with individuals, families, and groups. Extensive travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education : Bachelor's Degree in Social Work, Human Services or closely related area;  
OR
  - B. Experience: Five (5) years work experience in a social service field at a Para-Professional level.
2. Required Knowledge, Skills and Abilities:

Knowledge:

  - Knowledge of the human needs, behavior and Motivation
  - Knowledge of counseling methods, techniques and Procedures
  - Knowledge of specialized services and resources available for clients
  - Knowledge of the political, cultural, traditions and socio-economic conditions of the Hopi Reservation
  - Knowledge of the Indian Child Welfare Act, Hopi Children's Code and other state/federal laws related to child welfare

Skills:

  - Skill in written and verbal communication
  - Skill in records management
  - Skill in case management principles and practices
  - Skill in working with adolescents and adults in an Individual and/or group setting
  - Skill in human & public relations

Abilities:

- Skill in written and verbal communication
- Skill in records management
- Skill in case management principles and practices
- Skill in working with adolescents and adults in an Individual and/or group setting
- Skill in human & public relations

**NECESSARY REQUIREMENTS:**

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona Driver's License and satisfactory pass the Hopi Tribe's Defensive Driving Course.
3. Must possess or obtain First Aide/CPR certification
4. No felony convictions.
5. Must be able to pass random drug and alcohol test, safety requirement for this position.

**PREFERRED QUALIFICATION:**

1. Be able to speak and understand the Hopi language.

**CONDITION TO EMPLOYMENT**

1. All offers of employment will be contingent upon successful completion of all reference checks, education, verification (including credentials, licenses, and degrees), and background investigation and other pre-employment screening requirement.

//