

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2021-76**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>ICWA Program Specialist</b>
<b>OPENING DATE:</b>	<b>October 1, 2021</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health and Wellness / Social Services Program</b>
<b>SALARY RANGE:</b>	<b>NE-11; \$34,258 - \$51,397</b>

**Position Summary:**

Under general supervision of the Social Services Program Manager, the ICWA Specialist coordinates and provides services for Laguna Pueblo children in custody in accordance with Indian Child Welfare Act (ICWA) policies, standards, and requirements. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Coordinates the implementation of the Pueblo's Law & Order Code regarding child welfare, the Indian Child Welfare Act (ICWA), BIA PL 92-638, and Laguna Social Services (LSS) Standard Operating Procedures.
- Responds to requests for investigations of possible child neglect/abuse situations received from a variety of sources including New Mexico CYFD, other state children's programs, and/or tribal programs.
- Assists LSS investigative team with child/adult welfare investigations; completes interviews and home studies; makes recommendations for further proceedings; completes required reports including permanency plans.
- Provides testimony in court; coordinates and arranges with states for the financial support of children in custody; provides transportation services to clients.
- Maintains confidential record keeping system and report forms in accordance with Tribal and federal guidelines including HIPPA requirements.
- Develops comprehensive court reports, narrative, and statistical reports
- Maintains frequent contact with state CYFD tribal liaison, state and tribal courts, and other relevant entities. Keeps abreast of child's status throughout the life of a case.
- Performs background checks on all clients over the age of 18 years old and maintains an updated and accurate record.
- Provides ongoing case management services: monitors status of family's progress in the case plan; refers children and families for additional clinical services; advocates, educates and supports families with case plan; hosts family team meetings
- Develops professional relationships and works with other relevant programs.
- Maintains positive relations with community members, organizations, and agencies by educating and providing information related to ICWA and other pertinent social services issues.
- Generates quarterly and monthly reports for program manager review.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree in social work, psychology, behavioral sciences, counseling or other directly related field required. Two (2) years of work experience in social work, ICWA, human services or related field required. Master's degree preferred. Fluency in the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

## Job Announcement No. 2021-76 ICWA Program Specialist

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The ICWA Program Specialist is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

### **Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of ICWA regulations, policy and legislation and relevance to Pueblo programs.
- Knowledge of social services programs and their relevance to ICWA policies and procedures.
- Knowledge of tribal court policies and procedures and their relevance to ICWA policies and procedures.
- Knowledge of relevant privacy protection laws and requirements.
- Knowledge of record keeping policies and procedures unique to program.
- Ability to interpret applicable laws and regulations and skill to apply to program.
- Ability to exercise independent judgment and work with minimal supervision.
- Ability to establish and maintain professional relationships with co-workers, clients, and other services providers at all levels.
- Ability and skill to plan, create, and deliver/implement informational, motivating, and educational presentations and activities to diverse audiences.
- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability and skill to be persuasive and tactful in controversial situations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work extended hours and various work schedule including the on-call crisis rotations.
- Skill and ability to convey information in format appropriate to immediate audience.
- Skill and ability in interviewing techniques relevant to program.
- Skill and ability in development of comprehensive narrative and statistical reports.
- Skill in computer use Word, Excel, Outlook and software unique to program.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**