



## The Klamath Tribes

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OPEN: 08/28/25  
UNTIL FILLED

EXEMPT \_\_\_\_\_  
NON-EXEMPT   X  

### POSITION DESCRIPTION

**POSITION:** CFS FAMILY ADVOCATE

**RESPONSIBLE TO:** Children and Family Services Program Manager

**SALARY:** Step Range: 15-25; Full Benefits  
Salary Range: \$44,204 - \$59,406  
Hourly Range: \$21.25 - \$28.26

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd  
Chiloquin, Oregon 97624

**BACKGROUND:** P.L 101-630 Level Background

### POSITION OBJECTIVES

The Children & Family Services (CFS) Family Advocate will provide preventative services and reunification supports to Klamath Tribal families; whose children are eligible for enrollment in The Klamath Tribes. This position will participate in Assessment process alongside State Child Protection Services unit to ensure Active Efforts are made by the State Agency to prevent unnecessary removal of Tribal children from their homes. The incumbent will ensure Assessment processes are fair, clear, consistent, and equitable in accordance with laws and policy. The incumbent will identify risks and needs; assist families to resolve immediate safety concerns and support long-term self-sufficiency of each family. The Family Advocate will be trained in specific curriculum to provide parenting classes such as Positive Indian Parenting, Fatherhood/Motherhood is Sacred, Family Spirit, Youth Mental Health First Aid, and keep apprised of new service models. This position will also provide cultural support to Klamath Tribal children in out-of-home placements (foster care and guardianships) residing within and outside the Tribes service area.

10. Provide transport to clients, children, adults, and families as needed. This may include pick-up before, and drop-off after normal scheduled work schedule traveling within and outside the Tribes service area.
11. Maintain current and accurate case notes in appropriate databases and physical files.
12. Prepare written program reports on a monthly, quarterly, and annual basis; and as otherwise directed by supervisor or court hearings.
13. Maintain high level of confidentiality at all times.
14. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

#### **SUPERVISORY CONTROLS**

Work is performed under the supervision of the Children and Family Services Program Manager. Employee completes reoccurring tasks in compliance with applicable Tribal, State, and federal policies, procedures, and strategic plans. The CFS Program Manager outlines the overall program objectives and priorities, time limits and the financial resources available. The employee plans and schedules reoccurring work, handles problems and completes work using own initiative, exercising judgment according to previous training, experience and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, outcomes and effectiveness in compliance with laws, regulations, policies and procedures. Work is reviewed through monthly and quarterly reporting.

#### **KNOWLEDGE, SKILLS, ABILITIES**

Must be able to show compassion and kindness to adults, children and families.

Must maintain professional boundaries at all times.

Must be detail oriented.

Demonstrate above average written and verbal communication skills. Must be able to prepare formal correspondence and case notes using third-person narrative.

Ability to learn and adhere to court etiquette; decorum; terminology and forms.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes alcohol and drug free workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

#### **Preferred Qualifications:**

- Associates degree in social work, human services, counseling, psychology, sociology, public administration, public policy, or related field.
- Previous work experience working for a Tribal organization or community.
- Possess and maintain CPR/AED and First-Aid certification.

#### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit Tribal documentation with application to qualify for Indian Preference).*

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.