



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT _____
NON-EXEMPT X

OPEN: 08/28/25
CLOSE: Until Filled

POSITION DESCRIPTION

POSITION: ICWA CASEWORKER

RESPONSIBLE TO: Children & Family Services Program Manager

SALARY: Step Range: 19-29; Full Benefits
Salary Range: \$49,752 - \$66,862
Hourly Range: \$23.92 - \$32.15

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVES

The primary purpose of the Indian Child Welfare Act (ICWA) Caseworker is to advocate as a representative in child welfare matters of The Klamath Tribes for families whose children are enrolled or eligible for enrollment in The Klamath Tribes. ICWA Caseworker will ensure Tribal rights under the ICWA are protected. The ICWA Caseworker will work with individual families to provide intensive case management services and maintain accurate and thorough documentation. The ICWA Caseworker will participate in efforts aimed at removing challenges and barriers of parents for family reunification. ICWA Caseworker will ensure Active Efforts are provided by appropriate agencies.

The ICWA Caseworker interacts with the Department of Human Services – Children, Adults and Families (DHS-CAF) and other child welfare agencies across the country, Circuit Courts, and Tribal Court to track the progress and make recommendations in the best interest of The Klamath Tribes, in regard to Child Welfare cases or plans at any stage. The ICWA Caseworker also interacts with the Klamath County Multi-Disciplinary Team, (a team comprised of local community partners), Citizen Review Board, Klamath Tribes Child Protective Team, Klamath Tribes Youth Resource Team, and Klamath Tribes Placement Board and other relevant agencies.

10. File petitions, as required by Tribal Law, in Klamath Tribal Court. Prepare case for court presentation; including presenting reports, documentation of reasonable efforts, and evidence. File notices in State courts as needed.
11. Contact the child, family, foster care provider to ensure that needs are being met and appropriate services are being offered.
12. Establish a schedule of face-to-face meetings, (at minimum once a month for local children and every three months for children out of county), with the child, parents and foster care provider; document contacts in case file.
13. Thoroughly document all contacts, services, visits, etc. Documentation shall include date, time, type of contact, reason for contact and results. Complete timely and thorough documentation in case files.
14. Verify eligibility of children. Work collaboratively with Klamath Tribes Member Benefits Department and requesting agency to obtain information needed. Provide needed documentation back to the agency within ICWA timelines.
15. Obtain genetic health history and evaluations of parents and children.
16. Assess permanent placement potential, as outlined in The Klamath Tribes' Juvenile Ordinance Tribal Council Resolution #2016-36 or other appropriate alternatives.
17. Request release and surrender documents and consent to search documents as required by Department policy.
18. Develop a case chronology utilizing the information contained in the file and any new information obtained during case staffing. Update case chronology on a quarterly basis.
19. Responsible for completing all narratives within the timelines set forth by Department policy. All narratives are to be clear, concise and meet content expectations, as per policy and applicable law. Maintain a visitation file which shall be a part of the case record.
20. Complete program forms, write letters and respond to correspondence in a timely manner.
21. Submit monthly reports to supervisor, as directed.
22. 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

Skill in providing direct children and family case management, including conducting in-depth interviews with children and families, formulating social service treatment plans, providing ongoing social work support and counseling, and coordinating service delivery with other agencies.

Knowledge of dysfunctional behavior and drug/alcohol addiction, trauma therapy, generational trauma, and co-dependent relationships as applied to clients.

Ability to operate a computer with knowledge of various software programs.

Must demonstrate empathy to parents, families, and children to provide support throughout any stage of assessments or case.

Skill in safe operation of vehicles under all types of weather conditions and traffic situations.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess at least one year of case management experience. *(Must reflect experience on application.)*
- **REQUIRED** to possess working knowledge of the Indian Child Welfare Act (P.L. 95-608).
- **REQUIRED** to have a minimum of two years of work experience in the area of child welfare, domestic violence, dysfunctional behavior or drug/alcohol dependency. *(Must reflect experience on application.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess excellent oral and written communication skills.
- **REQUIRED** to possess knowledge of community, child and social service agencies and their roles.

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)