



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436

Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

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.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as point-of-contact for State Child Protective Services (CPS) agencies to staff reports of safety concern before contact is made with Tribal families. Respond to inquiries within 24 hours of receipt.
2. Whenever possible, accompany State CPS unit at the initial contact of the Assessment investigation stage. Determine Active Efforts to be provided by State agency. Monitor that the State agency has provided Active Efforts. Ensure Active Efforts have been exhausted and proven unsuccessful before removal of Tribal children from their homes occurs.
3. Shall serve as an advocate for Klamath children and families to ensure state processes and related hearings, meetings, and conversations are fair, equitable, clear and consistent to address safety risk(s) and mitigate removal.
4. Must be familiar with processes; terminology; and forms to guide parents through the CPS process and advise families of options available and rights; always deferring to consultation with the parent's attorney as appropriate.
5. Listen and have conversations with parents, children, and trusted family members and friends identified by the client; to build relationship and trust. Actively involve families in prevention or reunification case planning; ensuring plans meet the unique needs, desired supports, long-term outcomes of each family unit.
6. Participate in reoccurring staffing, meetings, and hearings with CFS staff, State CPS staff and supervisors, community partners, and service providers as needed.
7. Must be knowledgeable and demonstrate resourcefulness to identify Tribal and non-Tribal programs and resources. Establish points of contact for program. Provide warm-handoff; facilitate effective referrals; assist families with applying for program assistance; and assist with obtaining required documentation including replacements.
8. Complete necessary trainings to facilitate parenting classes and various service models including but not limited to: Positive Indian Parenting, Fatherhood/Motherhood is Sacred, Family Spirit, Youth Mental Health First Aid, Motivational Interviewing, Harm Reduction, Peer Support, and keep apprised of new service models specific to Tribal organizations.
9. Facilitate activities and events which provide cultural support to Klamath Tribal children in foster care and guardianship placements. Activities may include but are not limited to: CFS-hosted events; transport to/from Tribal events and activities; providing language books, CD's, cultural kits, and birthday gifts; aiding with genealogy project; facilitate extended family connection/visits; and provide materials and/or media developed in collaboration or by The Klamath Tribes about Tribes culture, history, beliefs, and customs.

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.

Ability to multitask and track multiple tasks; projects; priorities and deadlines.

Ability to learn, teach, and facilitate curriculum to adults and youth.

Ability to work with people in different situations, of varying ethnic, social, education and economic backgrounds.

Skill in providing direct children and family services including conducting in-depth interviews with children and families, formulating social service treatment plans, and coordinating service delivery with other agencies and systems.

Knowledge of the effects of child abuse/neglect and abandonment.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the office.

Knowledge of chemical dependencies as applied to child/family dysfunction.

Basic knowledge of the Indian Child Welfare Act, the Children's Justice Act, the Child Welfare Act, and the Violence Against Women Act.

Ability to learn and share the Klamath Tribes culture, beliefs, and customs.

Must be able to work independently with minimal supervision, and work collaboratively in a teamwork environment demonstrating flexibility, cooperation, and conflict resolution.

Must be able to operate Tribal vehicle safely under all types of traffic and weather conditions with and without passengers on board for up to eight hours a day.

Must be able to maintain strict confidentiality at all times.

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 have a minimum two years' experience in social services field. Experience must show demonstrated knowledge and skill in the areas of social work, case planning or case management. May be a combination of education and work experience.

- **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.

APPLICATION PROCEDURE

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)