



## 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.

Travel is required by the ICWA Caseworker to serve Tribal families in The Klamath Tribes Service Area, Klamath County. Travel outside Klamath County will be required to attend Child Welfare court hearings, DHS meetings, trainings, face-to-face visits with Tribal children, and other appropriate duties.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Ensure the rights of The Klamath Tribes and its members are protected under the Indian Child Welfare Act through demonstrating knowledge and advocacy of Active Efforts for the protection of Tribal families for reunification purposes. Prevent unnecessary removal of Tribal children from families.
2. Conduct assessment of case and actions plans to ensure they are appropriate and reasonable; advocate on behalf of parents as needed.
3. Advocate for appropriate placements, attend court hearings, staffing, identify tribally and culturally appropriate services, and ensure services are provided to remove barriers.
4. Explain to parents/families the roles of the different parties to the case. Inform parents of their rights, services available, and offer to review actions plans. Ensure clients are knowledgeable of plans and feel informed in the process.
5. Actively demonstrate the Tribes' goal of integrity, stewardship, responsibility, respect and professionalism.
6. Responsible for scheduling and/or attending court hearings as per Tribal, Federal and State law or court order. Must maintain proper court decorum and follow procedures at all times when presenting or testifying on behalf of The Klamath Tribes. Must represent The Klamath Tribes position in court.
7. Assess action plans as it relates to identifying barriers and challenges, as well as services, supports, and resources to facilitate the reunification of families. Advocate the Tribes positions to outside agencies or providers as appropriate.
8. Receive cases transferred within the department; staff case with supervisor within 7 days of receipt of case.
9. In conjunction with families and care providers, develop clear and concise service plans, for cases in Tribal Court, which are reflective of the Department's mission and the family goals, as well as applicable law. For cases in State court, coordinate with the agency on services plans, to ensure cultural services are reflected if needed or requested.

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

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**

All major duties are performed with supervision from the Children and Family Services Program Manager. The supervisor defines and establishes overall program objectives and operation, resources available, and ensures training is provided. These duties are performed using sound judgment and comprehensive understanding of the operational environment of the position. Records will be frequently checked to ensure program compliance.

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

Knowledge of Indian Child Welfare Act (ICWA), State Child Welfare Laws, Violence Against Women Act, Welfare Reform, Federal and State Regulations and Privacy Act.

Ability to meet with the public and staff in a courteous, professional manner using tact, diplomacy and mature judgment.

Ability to work with Native American families of varying social, educational and economic backgrounds.

Ability to keep and maintain complete records in accordance with the policies and procedures.

Good public relations and interpersonal relationship skills. The ability to meet and deal with a variety of individuals exercising tact, diplomacy and mature judgment. Must be able to greet and deal with the public in a pleasant manner.

Ability to function effectively under pressure of time and/or demands of several tasks at once.

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

Ability to organize and analyze information about individuals through records, interviews and professional sources for treatment planning.

Knowledge and skill in alcohol and drug case management, child abuse and neglect, and domestic violence.

Must have above average writing, reading, and speaking ability. Communicate orally and in writing for the purpose of providing instructions, completing forms/applications, obtaining information and conveying messages.

Skill in providing direct children and family case management, including conducting in-depth interviews with children and families, formulating social service treatment plans, providing on going 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.

- **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 the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

#### **Preferred Qualifications:**

- A Bachelor Degree in related field is preferred.
- Previous experience working with Native Americans or other underserved populations in a rural, socially disadvantaged community, is preferred.
- Experience in public presentations is preferred.

#### **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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>