



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Indian Child Welfare Act-Assistant

Salary: \$30,000.00 to \$35,000.00

Annually - DOE

Opening: Monday, June 9, 2025

Closing: Monday, June 23, 2025

BASIC FUNCTION:

The primary goal of the Indian Child Welfare Act Department is to prevent the breakup of Quechan Tribal families and to prevent the permanent removal of Tribal Children from the custody of their parents. The person selected for this position will be required to assist the Indian Child Welfare Act Specialist and ICWA Assistant Attorney General with court calendaring, court reports and filings. The ICWA Assistant will make filings, draft motions, draft proposed orders, draft proceedings, provide detailed court reports, take notes and all scheduling.

DUTIES & RESPONSIBILITIES:

1. Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with the ICWA Specialist and ICWA Assistant Attorney General.
2. Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
3. Keeps clients informed by maintaining contact, communicating case progress.
4. Supports case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
5. Enhance trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
6. Provide timely weekly reports to the Social Services Director.
7. Assist the Social Services Director in completing the quarterly and annual reports required.
8. Attend training and travel as assigned by the ICWA Specialist.
9. Performs other duties of a similar nature or level as requested by the Social Services Director or Supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skills:

- Reporting Skills
- Research Skills
- Legal Administration Skills
- Litigation
- Client Relationships
- Organization
- Planning
- Attention to Detail
- Confidentiality
- English language, grammar, and punctuation.
- Applicable Federal, State, and Tribal laws, rules, and regulations
- Quechan culture, customs, resources and traditions and/or willingness to learn.

Abilities:

- Ability to work cooperatively with other community resources.
- Ability to identify, relate to and communicate with children and residents of the Quechan Indian Tribe, as well as persons from varied economic, educational and cultural backgrounds.
- Ability to work independently.
- Operate a variety of office equipment, including a computer and related software applications.
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written instructions.

Education, Certifications and Experience Required:

High School Diploma or GED with at least one year of college course work in Social Work or other majors may be acceptable, such as Political Science or Criminal Justice.

AND

- Experience working with Native American population preferred but not required.
- Bilingual: English. Spanish preferred but not required.
- Must possess and maintain a valid State Driver's License; and be insurable by the Tribe.
- Obtain and maintain CPR/AED/First Aid certification.

SPECIAL REQUIREMENTS:

- This position may require the incumbent to work non-traditional hours, nights, and weekends.
- Must have a current Level 1 Arizona Clearance Card or must obtain one within 90 days of hire. Failure to maintain a current Level I Clearance Card will result in termination.
- Must be able to pass background investigation with a "favorable" adjudication under the Indian Child Protection and Family Violence Prevention Act (25 USC 3201-3202) § 405.
- Must not have any pending investigations, active investigations and/or "substantiated" claims from any Child Welfare agencies or law enforcement agencies during employment period.

Physical and Environmental Conditions:

Positions in this class typically require finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Incumbent may be subjected to stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, and balancing.

Light Work: Light Work is not authorized for this position.

Tribal Vehicle Use Policy Notice:

This position may require the use of personal, GSA or Tribal vehicles for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727, Ext. 453

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In addition to the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.