

005 KARUK CHILD AND FAMILY SERVICES PROGRAM SUPPORT ACTIVITIES

- .1 The KCFS Program will provide the following program support activities:
 - a. Pre-placement preventive services for children through liaison with the courts, probation, law enforcement, and other public and private agencies.
 - b. Cooperative working arrangements with other tribal, county and community agencies for receiving appropriate referrals, and for developing remedial resources for the protection of children.
 - c. Recruitment of competent placement providers and facilities that will assist in attaining goals in the children's case plans and meet the needs of children for such care.
 - d. Staff awareness of policies and programs that are available through placement facilities to ensure their effective use.
 - e. Program planning to meet children's needs through the following activities:
 1. Development of community services - services that improve parent/guardian effectiveness, and which reduce the need for out-of-home care.
 2. Facilities that can provide care, supervision, and services to children.
 3. Services and activities that are beneficial to children.
 4. Services and activities that promote permanency alternatives for children in out-of-home care if efforts to reunify fail.
 - f. Maintain a working relationship with the Karuk Tribal Court to delineate the KCFS Program's responsibility for the following:
 1. Maintenance of the confidentiality of public assistance and social service records of the parent(s)/guardian(s) and children during the necessary provision of information, evaluations, and recommendations for the court's use in determining its actions.
 2. Enforcement of court orders.
 3. Reporting of developments to the Tribal Court.
 4. Utilization of volunteers.

010 EMERGENCY RESPONSE SERVICES & CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS

- .1 The KCFS emergency response services staff will work cooperatively with neighboring counties and law enforcement in the response to calls or referrals of alleged child abuse or neglect. Subject to approval by the Tribal Council, KCFS Program staff may pursue Memoranda of Understanding with local county and law enforcement agencies for development of appropriate response to alleged child abuse and neglect referrals.
- .11 The KCFS staff will make a report of child abuse or neglect to any police department, sheriff's department or the county welfare

department whenever he or she in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the reporter knows or reasonably suspects has been a victim of child abuse or neglect. Staff will make an initial report to the agency immediately, or as soon as is practicably possible, by telephone, and within 36 hours send a written report to same agency by mail, fax or electronically, per Penal Code Section 11166.

- .12 When the KCFS Program receives a report of abuse that has allegedly occurred in a CDSS facility licensed to care for children the KCFS Program will, as specified in Penal Code Sections 11166.1 and 11166.2, notify the licensing office with jurisdiction over the facility.
- .13 If necessary, the KCFS staff may immediately remove a child, if there exists an immediate risk of significant physical or emotional harm to a child. An emergency removal order must be first obtained by the Court unless the emergency circumstances are such that the delay in obtaining such an order would likely result in serious harm to the child.

020 GRIEVANCE PROCEDURES

- .1 Grievance procedures sought pursuant to section 23 of the Children and Family Code, will address complaints from foster parents, legal parents, guardians, children concerning the placement or removal of a child from a foster home, adoptive parents who are appealing individuals who have been denied a background clearance by the KCSF program (as distinct from the CDSS-Caregiver Background Bureau, or a county child welfare program), individuals who have been submitted for CACI listing by KCSF (as distinct from a county child welfare program or other state government entity), for a substantiated or inconclusive finding of child abuse or neglect as a result of an investigation conducted by the KCSF Program.
 - .1.1 The KCFS Program will assure that all issues are resolved in the best interest of the child.
 - .1.2 Grievance reviews will not be granted for the following issues:
 - .1.3 Removal of a child from a parent, or legal guardian under any of the circumstances specified in section 23 of the Karuk Children and Family Code.
 - .1.4 Removal of a child or modification of services resulting from a Tribal Court determination.
 - .1.5 KCSF foster care placement decisions
 - .1.6 Removal of a child for direct placement into an adoptive home.

- .1.7 Any complaint regarding only the validity of a state law, tribal law or of a statewide regulation.
- .2 Review request procedures will include the following:
 - .2.1 The KCFS Program staff will explain the right to a review, the right to be represented, and will provide a copy of the grievance procedures to the following parties:
 - a. A legal parent/guardian at the time the child is placed.
 - b. A foster parent at the time of the licensing or approval of a foster home
 - c. An adoptive parent when applying for Adoption Assistance benefits, or when determinations affecting Adoption Assistance benefits that have been made by the KCSF program.
 - d. Individuals who have been denied a background clearance, when the clearance review has been conducted by the KCSF Program.
 - .2.2 Any complaint allowed under the Karuk Children and Family Code or this Plan, at the time a complaint is filed.
 - .2.3 Where KCSF will be taking an action that may provide allowable grounds for an grievance under this section, the KCSF Program shall issue at least ten days before the date of the action that is the date upon which the action would become effective, a statement of the action the agency intends to take, the reasons for the intended action, the specific laws, regulations or other KCSF Plan grounds supporting such action, an explanation of the individual's right to request an evidentiary hearing under these grievance procedures, entitlement to be represented by an authorized representative, such as legal counsel, relative, friend, or other spokesman, or that he or she may represent him or herself.
- .3 A review request will be filed with KCFS, in the form of a written statement signed by the complainant, within ten calendar days after becoming aware of the action under complaint. The review request will provide the facts that the interested person believes provide a basis for reversal of the KCFS Program action. The KCFS Program will assist in preparation of the complaint if assistance is requested or necessary.
 - .3.1 The review will be held within ten working days from the date the written complaint is received by the KCSF Program. Notice of the date, time and place for the review will be received by all parties not less than five calendar days prior to the hearing.

- .3.2 With the agreement of the complainant, the KCFS Program will refer the review request to the Peacemaker Mediation Forum to facilitate a non-adversarial approach to resolution of the grievance. During the time that a matter is with the Peacemaker Mediation forum, the time for setting of a hearing will be tolled. In the event the parties are unable to reach a mediated agreement within ten days of the filing of the review request, the matter will be set for hearing within ten days to be heard as an administrative appeal pursuant to the Tribe's policies.
- .3.3 Notice of the date, time and place for the review will be provided to all parties not less than five calendar days prior to the hearing.

.4 The review agent will be:

- .4.1 A KCSF program manager, staff member, or other person not involved in the complaint.
- .4.2 Neither a co-worker nor a person directly in the chain of supervision of any of the persons involved in the complaint unless the agent is the director of the KCSF Program.
- .4.3 Knowledgeable of the field and capable of objectively reviewing the complaint.
- .4.4 The review will be conducted as follows:
 - .4.5 The review agent will, to the extent possible, conduct all reviews in a non-adversarial atmosphere.
 - .4.6 All parties and representatives are permitted to examine all documents and physical evidence introduced by parties to the hearing.
 - .4.7 The parties and their representatives, and witnesses while testifying, are the only authorized persons present during the review unless all parties and the review agent consent to the presence of other persons.
 - .4.8 All testimony shall be given under oath and affirmation.
 - .4.9 The review agent has the authority to continue to review for a period not to exceed ten calendar days if additional evidence or witnesses are necessary for determination of the issue.

- .5 Review decisions will be rendered as follows:
 - .5.1 The review agent will render a written recommended decision, and the KCFS Program director will issue a final written decision, within five calendar days after the hearing is completed.
 - .5.2 The decision will be based upon the evidence presented at the hearing.
 - .5.3 The KCFS Program director's decision will contain a summary statement of the facts, the issues involved, findings, and the basis for the decision.
 - .5.4 A copy of the decision will be sent to the following:
 - a. Each party to the review.
 - b. Every representative of each party.
 - .5.5 If the review involves the removal of a child from foster parents, unless the child is in immediate danger, he/she will remain with the foster parent(s), pending decision of the KCFS Program Director.
 - .5.6 The review record will be retained for a minimum of three years from the decision date, and will include all documents, copies of documents, and physical evidence accepted during the review.
- .6 Appeals from Grievance
 - .6.1 In the event that a complainant wishes to appeal the determination of grievance, the complainant may file an appeal to the Tribal Council within 20 days. The Tribal Council's decision shall be final.

025 STATUS REVIEW HEARINGS

- .1 Pursuant to section 18 (A) of the Children and Family Code, the status of all children is reviewed by the Tribal Court at least every ninety (90) days at a hearing to determine whether court supervision will continue. In no event will a status review hearing for children placed in foster care or another out of home arrangement, or where a child is returned to the home as a family maintenance case, be made less frequently than once every six (6) months, with the first one held no later than six months from the date the child is considered to have entered foster care.

030 PURPOSE OF STATUS REVIEW HEARINGS & FINDINGS

- .1 The general purpose of Status Review Hearings is for the court to determine the safety and continuing necessity for and appropriateness of the placement, the extent of compliance with the case plan, and the extent of progress that has been made toward alleviating or mitigating the causes necessitating placement in foster care, and will project a likely date by which the child may be returned to the home or placed for adoption or legal guardianship.
- .2 Status Review Hearings are not required for children for whom a legal guardian has been appointed by the Karuk Tribal Court as a permanent plan and the KCFS is no longer vested by the court with responsibility for the child's placement and care (i.e., the child has exited foster care) unless the child has been removed from the guardian.
- .3 Court Determinations and Findings:
 - .3.1 A child shall be returned home at the Status Review Hearing unless the Tribal Court finds that a reason for removal as set forth above in this Children and Family Code still exists. The Court may, however, due to unresolved problems in the home, continue court intervention, services, and supervision as may be deemed appropriate.
 - .3.2 If appropriate, the Court may refer the matter to the Tribe's Peacemaker Mediation Forum or for Family Unity.
 - .3.3 The specific purpose of the Status Review Hearing is for the Tribal Court to:
 - a. Review the placement and plan for assuring that the child receives safe and proper care;
 - b. Determine the continuing need for and appropriateness of the placement;
 - c. Determine the extent of compliance with the case plan;
 - d. Determine the extent of progress made toward alleviating or mitigating the causes necessitating the placement;
 - e. Project a likely date by which the child may be returned and safely maintained at home; referred to legal guardianship; placed for adoption and the KCFS will file a petition to modify parental rights; or if KCFS has documented to the court a compelling reason that it is not in the child's best interest to either be returned home or to have parental rights be modified and placed for adoption, a likely date by which the child may be placed with a fit and willing relative or a legal guardian, or placed in another permanent living arrangement;
 - f. In the case of a child who will not be returned to the parent, the hearing shall consider in-State and out-of-State placement options;

- g. If the child is placed out of state, determine whether the out-of-state placement continues to be appropriate and in the best interest of the child;
 - h. If the child is in the custody of the parent, as a family maintenance case, determine whether there continues to be a need for continuing court supervision or terminate jurisdiction over the case; and
 - i. In the case of a child who has attained age fourteen (14), determine the services needed to assist the child to make the transition from foster care to independent living.
 - j. The court consults, in an age-appropriate manner, with the child regarding the proposed permanency or transition plan for the child.
- .4 For Status Review Hearings that are serving as Permanency Hearings, the provisions of Section 19 of the Tribe's Children and Family Code shall govern.

040 PARTICIPANTS IN THE REVIEW

- .1 The following parties to the case under review are allowed to participate in the Status review hearing:
 - .1.1 The parent(s)/guardian(s) from whom the child has been removed, provided that such person'(s) parental rights have not been voluntarily relinquished, or terminated by court action.
 - .1.2 Any other relative of the child who has been significantly involved in his/her care.
 - .1.3 The child, if 10 years of age or older.
 - .1.4 The current foster care provider(s), including pre-adoptive parents or relatives providing care to the child.
 - .1.5 The social worker(s) responsible for the case management or service delivery of the child or parent(s)/guardian(s).

045 NOTIFICATION OF THE REVIEW

- .1 At the time of initial placement in foster care, KCFS will provide information describing the review process, including the permanency planning hearings, and subsequent court reviews, to the parent(s)/guardian(s); and to the child, if 10 years of age or older.
- .2 At least 15 calendar days prior to a scheduled Status review and Permanency hearings, the KCFS social worker responsible for the child, will

provide written notice of the hearing and the right to be heard to the above specified parties and individuals.

050 CONDUCT OF THE REVIEW HEARING

- .1 The social worker or other qualified person familiar with the case will present the case plan and any additional information.
- .2 The judge will allow comments by all hearing participants.
- .3 Hearings will be postponed or continued only at the request of the child, or of the parent(s)/guardian(s); or if the judge determines that additional time is necessary to obtain or evaluate information necessary to make an appropriate case-related decision.
- .4 No delay is allowed unless it is in the best interest of the child.
- .41 The delay will not exceed ten working days.
- .42 No more than one postponement or continuance will be granted for each six-month review period.

055 AUTHORITY OF INDIAN CHILD WELFARE (ICW) COMMITTEE

- .1 The Karuk Indian Child Welfare (ICW) Committee will assist the KCFS social workers in an advisory role and assist in bringing pending matters before the Tribal Council as set forth in that Committee's guidelines.
- .2 Members of the ICW Committee shall agree to maintain the confidentiality of information related to the child's case, and the ICW Committee Guidelines shall contain provisions pertaining to the strict confidentiality of children's and criminal history records.
- .3 The ICW Committee has the authority to make recommendations to modify the placement, the permanent placement plan, and the KCFS current individual case plan goals and services, consistent with the Title IV-E determinations.
 - .3.1 If the ICW Committee has determined that a needed change in the permanent placement plan, or in individual case plan goals and services, requires modification or termination of an existing court order, the ICW Committee will direct the KCFS Program to petition the court for the recommended change.

- .3.2 The KCFS Program will continue to provide services following the requirements of the court order pending court consideration of recommended changes.
- .3.3 If the court does not modify the court order as recommended by the ICW Committee, the KCFS Program will notify the ICW Committee and will continue to provide services consistent with the court order.

060 REPORTS / CASE PLANS AND EVIDENCE

- .1 The KCFS will develop a case plan in all cases.
 - .1.1 Development of the case plan shall engage family members and the child as appropriate for their age and development. A child 12 years of age or older shall have the opportunity to review, sign and have a copy of their case plan.
 - .1.2 For the purpose of determining proper disposition of a child, written reports and other material relating to the child's mental, physical, and social history may be received and considered by the court along with other evidence.
 - .1.3 The court, either on its own motion or if requested by the child, the child's parent or guardian, or other interested party, will require that the person who wrote the report or prepared the material appear as a witness and be subject to both direct and cross-examination.
 - .1.4 The case plan will be made available to the court, and the parties as deemed appropriate by the court at least seven (7) court days prior to the hearing at which it will be considered. The case plan for each child involved in a child custody proceeding must:
 - a. Be a written document that is a discrete part of the case record, in a format determined by the Tribe, which is developed jointly with the parents or guardian(s) of the child;
 - b. Be developed within a reasonable period, but no later than sixty (60) days from actual removal of the child;
 - c. Include a description of the services offered and the services provided to maintain the family, to prevent removal of the child from the home and to reunify the family, including a description of the appropriateness of such services;
 - d. Include a description of the home or institution in which the child is placed;
 - e. Include a discussion of the safety and the appropriateness of the placement and include a plan for assuring that the child receives safe and proper care;

- f. Include a discussion of the services provided to the parent(s) in order to improve the conditions in the parent(s) home to facilitate the child's return to his or her own home, or for providing a another permanent placement for the child;
- g. Include a plan for assuring that services are provided to the child and foster parents in order to address the needs of the child while in foster care;
- h. Include a discussion of the appropriateness of the services that have been provided to the child;
- i. Where appropriate, for a child fourteen (14) years of age or older, include a written description of the programs and services that will help such child prepare for the transition from foster care to independent living;
- j. In the case of a child with respect to whom the permanency plan is adoption, or placement in another permanent home, document the steps KCFS is taking to find an adoptive family or other permanent living arrangement for the child. At a minimum, such documentation shall include child specific recruitment, such as the use of State, regional, and National adoption exchanges, including electronic exchange systems to facilitate orderly and timely in-State and inter-State placement efforts used by KCFS;
- k. Discuss how the case plan is designed to achieve placement in a safe setting that is the least restrictive (most family-like) setting available, that is in close proximity to the home of the parents when the goal is reunification, and which is consistent with the best interest and special needs of the child;
- l. If the child has been placed in a foster family home or child-care institution a substantial distance from the home of the parent(s), or in a different state, set forth the reasons why such placement is in the best interest of the child;
- m. If the child has been placed in foster care in a state outside the state in which the child's parent(s) are located, assure that an authorized caseworker visits the foster home or institution no less frequently than once per month, and submits a report on the visit to the Karuk Tribe Child and Family Services;
- n. To the extent available and accessible, incorporate the health and education records of the child, including:
 - 1. The names and addresses of the child's health and educational providers;
 - 2. The child's grade level performance;
 - 3. The child's school record;
 - 4. A plan for ensuring the educational stability of the child while in foster care, including:
 - a) assurances that the placement of the child in foster care takes into account the appropriateness

- b) of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement; and
 - b) an assurance that the State agency has coordinated with appropriate local educational agencies (as defined under section 9101 of the Elementary and Secondary Education Act of 1965) to ensure that the child remains in the school in which the child is enrolled at the time of placement; or
 - c) if remaining in such school is not in the best interests of the child, assurances by the State agency and the local educational agencies to provide immediate and appropriate enrollment in a new school, with all of the educational records of the child provided to the school;
5. A record of the child's immunizations;
 6. The child's known medical problems;
 7. The child's medications; and
 8. Any other relevant health and education information concerning the child determined to be appropriate by the Karuk Tribe Child and Family Services; and
 9. Provide that a child's health and education record (as described above) is reviewed and updated, and supplied to the foster parent or foster care provider with whom the child is placed, at the time of each placement of the child in foster care.

065 OUT OF STATE PLACEMENT OF CHILDREN

- .1 When out of state placement is being considered a placement option, KCFS social workers may seek suitable placement options as follows:
 - .1.1 ***Tribe-to-Tribe Foster Home Placement***
 - .1.2 A tribe-to-tribe placement may be pursued through an agreement with another tribe in the receiving state subject to the following:
 - a) The receiving tribe is able and willing to license or approve the home and conduct a suitable home study that is consistent with standards in the KCFS Plan for home studies. The Tribe shall treat any report that is received from another State or an Indian tribe (or from a private agency under contract with another State) as meeting any requirements imposed by the Tribe for the completion of a home study before placing a child in the home, unless, within 14 days after receipt of the report, the Tribe determines, based on grounds that are specific to the

content of the report, that making a decision in reliance on the report would be contrary to the welfare of the child;

- b) KCFS sees to it that a criminal background clearance is conducted of all adults living in the home or who will have significant contact with the child, and that no placements occur with individuals who have disqualifying convictions per Title IV-E requirements;
- c) KCFS sees to it that a check per the requirements of the Adam Walsh Act of state child abuse registries is conducted on the prospective foster and adoptive parents and all adults in the home, including checks of the child abuse/neglect registries of States where an adult resided within the preceding five years;
- d) The receiving tribe is able and willing to provide care and supervision of the placement and make periodic visits to the child, but under no circumstances, any less than once every month, and promptly make a report to the KCFS program of the visit that details the child's circumstances, and the extent to which the out of state placement meets the child's best interest or special needs.

.1.3 A tribe-to-tribe placement will not require going through the Interstate Compact on the Placement of Children (ICPC).

.2 *Placements In Out Of State Non-Tribal Foster Home or Group Home Institutions*

.2.1 If the KCFS social worker cannot find a suitable Tribe in the other state that can meet the above requirements, then the KCFS social worker may make an ICPC Placement Request in the receiving State for the purpose of placement in an out of state, licensed foster family home or group home facility. In the event the receiving state has questions or refuses to accept the ICPC Placement Request by the Karuk Tribe, the KCFS program may seek assistance from the CDSS ICPC office.

- a. In the case of a group home placement, an assessment and placement recommendation must be conducted prior to placing a child in an out-of-state group home facility. For out-of-state group home placement purposes this assessment shall be conducted by a team composed of a KCFS Program social worker, the ICW Committee, education and mental health professionals, and other members as determined by the KCFS Program.
- b. The assessment to be considered for an out of state group home placement shall be in writing and will assess a child's need for the out-of-state group home placement, and will

consider a review of the current circumstances for the request including:

1. a review of the reasonable efforts/services provided prior to the placement of the child in foster care or to make it possible for the child to return home;
2. the services provided to prevent an out-of-home placement;
3. the current location of the child and length of time there;
4. situation and location of parents/siblings, descriptions of out-of-state placement resource(s) or type of placement resource being sought; and
5. the child's attitude toward placement, and the parents' attitude towards placement.

c. An assessment of the child will include:

1. a physical description;
2. a current evaluation of behavioral, emotional, and social skills; relationships/interactions with parents, caregivers, and peers;
3. health (diagnosis, treatment, and prognosis);
4. education (grades, achievements, and classroom behavior);
5. placement history (why in-state services or facilities were not adequate);
6. special needs, if any;
7. history of the family including:
8. current functioning (education, employment, social and health);
9. current and anticipated involvement with child;
10. the permanent plan for the child including documentation of other options available for the child (reunification, adoption, guardianship or preparation for independent living);
11. anticipated duration of the proposed placement; and
12. relationship of proposed placement to the permanent plan.

d. The assessment team will make a decision as to whether out-of-state group home placement is in the child's best interest or not. The committee will rule out in-state placement options before recommending an out-of-state group home placement. This will be documented in the case plan.

1. Documentation will include, identification of which in-state programs were identified that offer services necessary to meet the child's needs including, but not limited to: The activities that were undertaken by the assessment team to determine whether in-state programs offer services necessary to meet the child's

- needs, including, communication with in-state group home programs, county child welfare departments, regional placement review committees, and the CDSS Out-of-State Placement Policy Unit when necessary.
2. If in-state programs offer services necessary to meet the child's needs, identify those programs, and the activities undertaken by the assessment team to determine whether those programs can accept the child into placement.
 3. The assessment team will determine whether a delay in placement to accommodate an in-state program exists, because the in-state placement does not have available space, at the time of the contact, to accept the child into placement, when such space in that program may become available, and whether postponing placement in an out-of-state placement until such space becomes available is feasible and is in the best interest of the child.
 4. Recommendations will be submitted, in writing, to the court and will document why the out-of-state group home placement is the most appropriate placement selection and in the best interest of the child. Documentation will include the case plan, education and mental health assessment, descriptions of services the group home will provide and other relevant information used to make the placement recommendations.
 5. The receiving state must be able and willing to provide care and supervision of the placement and make periodic visits to the child, but under no circumstances, any less than once every month, and promptly make a report to the KCFS program of the visit that details the child's circumstances, and the extent to which the out of state placement meets the child's best interest or special needs. In addition to the above, when a child is placed in an out of state group home facility, the KCFS social worker will visit the child at least once each month, with at least a two-week time frame between visits and document the visits in the child's case plan.

070 STAFF REQUIREMENTS

- .1 KCFS staff who provide emergency response and family maintenance services will meet the following qualifications:
 - .1.1 **Position: Executive Director of Health and Human Services**
 - .1.2 Reports To: Tribal Chairman
 - .1.3 Supervises: Health Program, Information Technology Manager, Behavioral Health Director, Senior Nutrition Supervisor
 - .1.4 Requirements:
 - a. Must possess Bachelor's Degree or professional license in the healthcare field with minimum of three years experience in healthcare management; Master's Degree in Public Health Administration, Social Work or Business Administration is desirable.
 - b. Must have knowledge of/experience with Indian Health Service and Indian Self-governance programs and processes.
 - c. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in creative problem-solving and conflict resolution.
 - d. Must have high-level computer literacy and demonstrated abilities to utilize computers as professional management tools.
 - e. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
 - f. Must adhere to Confidentiality Policy.
 - g. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annually for TB.
 - h. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
 - i. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that will include; a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation, contact or prostitution, crimes against persons, an offense involving a child victim; or, a drug felony.

- j. Tribal Preference Policy: In accordance with the Tribal Employment Rights Ordinance (TERO) 93-0-01, Tribal Preference will be observed in hiring.

.2 **Position: Behavioral Health Clinician**

.2.1 Reports To: Executive Director of Health and Human Services

.2.2 Supervises: Offers Clinical Supervision and Consultation services for the Department of Indian Child Welfare and Family Services

.2.3 Qualifications/Requirements:

- a. Must be licensed by the State of California, and be a holder of a Masters or Doctorate Degree from an accredited College or University from one of the following disciplines: Licensed Clinical Psychologist or Licensed Clinical Social Worker (LCSW).
- b. Must have, at minimum, two (2) years experience in providing clinical services.
- c. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
- d. Must adhere to professional standards and code of ethics.
- e. Must be willing and able to respect the rules of confidentiality.
- f. Must possess a valid California license as a Clinical Psychologist and or LCSW.
- g. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that will include; a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation, contact or prostitution, crimes against persons, an offense involving a child victim; or, a drug felony.
- h. Must possess a valid California Drivers license and a good driving record.
- i. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.

- j. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and hepatitis B vaccine and test annually for TB.
- k. Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

.3 Position: Social Worker III

.3.1 Reports To: Executive Director of Health and Human Services

.3.2 Supervises: Social Services Administrative Assistant, ICW Case Worker

.3.3 Requirements:

- a. Must possess a BA/BS degree in Social Work, Administration of Justice, Psychology, Sociology or related field or equivalent experience.
- b. Must be able to type at least 45 words per minute and have documented word processing and computer usage experience.
- c. Must have the ability to communicate effectively in both oral and written form.
- d. Must have demonstrated ability to work with the local Indian community as well as legal and social service agencies.
- e. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- f. Must adhere to confidentiality policy.
- g. Must successfully pass a drug screening test.
- h. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that will include: a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim; or a drug felony.
- i. Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

.4 **Position: Indian Child Welfare (ICW) Case Worker**

.4.1 Reports To: Social Worker III

.4.2 Required Training and Experience:

- a. Must have or acquire any combination of training and experience that would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:
- b. One year of paid or unpaid work experience in a public or private social service, health or education-related agency providing direct services to children, families, the elderly, or persons with disabilities.
- c. One year of college which has included at least nine (9) semester units of course work in social work, social/human services, sociology, psychology, gerontology, child development, or related behavioral science.

.4.3 Other Requirements:

- a. Must possess or obtain valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- b. Must adhere to confidentiality policy.
- c. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
- d. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that will include; a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation, contact or prostitution, crimes against persons, an offense involving a child victim; or, a drug felony.
- e. Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.