



Hopland Band of Pomo Indians Job Description

Position: ICWA Assistant (P/T, 100% Grant funded position)

Under the Direction of: Health and Social Services Director

Rate of Pay: Wage Range \$18.00 - \$23.00 per hour

POSITION SUMMARY: Under the direction of the Health and Social Services Director the ICWA Assistant provides operational support to the ICWA Social Worker. Will assist with answering phones, report writing, making flyers, at events, coordinating activities, correspondence, and file maintenance.

ESSENTIAL FUNCTIONS:

1. Organize and maintain files and databases in a confidential manner.
2. Answer phones and greets clients in the office, provides program information and available community resources.
3. Provides support to the ICWA Social Worker as needed; including attending hearings, assisting with families and caring for children while they are meeting with ICWA Social Worker.
4. Assists with facilitation of groups and serves as a liaison with participant's family, home and other community services.
5. Prepares communications such as memos, emails, invoices, purchase requests, reports and other correspondence.
6. Documents actions taken and schedules follow up meetings, progress, etc.
7. Work closely with the ICWA Social Worker to ensure that all program deliverables are met.
8. Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor/director.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: High School Diploma or GED equivalent required. Minimum of one (1) year experience working in health or human services with experience in an ICWA program preferred.

Additional Requirements: Possess a valid California Class C Driver's License and be insurable for HBPI auto insurance.

Other Qualifications – Experience in an office setting; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills. Ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs. Ability to write routine reports and correspondence; speak effectively in one-on-one and small group situations.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Physical Work Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk, and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.