CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA
P.O. BOX 630 - TRINIDAD, CA 95570

Job Description

Job Title:	ICWA and Tribally Approved Homes (TAH) Social Worker
Department:	Social Services
Supervisor:	Social Services Director
FLSA Status:	FT, Exempt Employee
Prepared By:	Human Resources
Approved By:	CEO, Jacque Hostler-Carmesin
Approved Date:	10/28/2026

SUMMARY

Under the general supervision of the Social Services Director, the Indian Child Welfare Act (ICWA) and Tribally Approved Homes (TAH) Social Worker will be responsible for providing comprehensive casework and case management services, crisis intervention, culturally relevant prevention services and represent the Tribe in court for assigned cases. The ICWA / TAH Social Worker will also be responsible for the development and day to day implementation of the Tribally Approved Homes Program for Trinidad Rancheria's Social Services Department.

This dual position serves as both the Indian Child Welfare Act (ICWA) Specialist and Tribally Approved Homes (TAH) Social Worker for the Tribe. The ICWA / TAH Social Worker provides coordinated child welfare and family support services to promote the safety, stability, and well-being of Tribal children and families. Responsibilities include voluntary and/or court-ordered family preservation, reunification, and short-term family maintenance services; coordinating appropriate services and placement resources when a safe return home is not possible; monitoring eligible ICWA cases; providing case management; preparing court reports; and representing the Tribe in ICWA proceedings in State, County, and/or Tribal Court.

The position is also responsible for recruiting, assessing, approving, and supporting Tribal Approved Homes for the placement of children and youth in foster care. This includes conducting home studies, coordinating training, and providing ongoing support and retention services. The ICWA / TAH Social Worker maintains required case files, placement records, and program documentation, and ensures the preparation and timely submission of required grant and program reports.

ICWA Essential Duties and Responsibilities

- Conduct case studies, risk and safety assessments, biopsychosocial assessments, and strengths and needs assessments to determine the social service needs of children and families.
- With guidance from the Social Services Director, develop and implement culturally relevant service plans designed to reduce risk, strengthen protective factors, and support the safety and well-being of children and families, consistent with the mission of Trinidad Rancheria.

- Prepare and present verbal and written recommendations to the court regarding foster care placements, guardianships, termination of parental rights, and other matters involving the Indian Child Welfare Act (ICWA), Tribal laws, and related laws and programs.
- Appear and, when required, testify in court to present recommendations on behalf of the Tribe and Social Services Department.
- Coordinate and facilitate family team meetings to support case planning, family engagement, and service delivery.
- Conduct home visits and other necessary casework activities to assess child safety, monitor family progress, and support service plans.
- Provide direct child welfare and related services in homes, schools, clinics, job sites, and other community locations within Trinidad Rancheria's service area.

TAH Essential Duties and Responsibilities

- Conduct outreach, recruitment, and family-finding activities to identify prospective caregivers and appropriate foster home placements for Tribal member children.
- Distribute, receive, review, and process applications from prospective caregivers seeking approval to provide foster care placements.
- Obtain and review required criminal background records and other eligibility documentation as part of the caregiver approval process.
- Conduct home studies and assessments to determine caregiver suitability and eligibility for Tribal Approved Home certification.
- Prepare and submit required documentation to County and State agencies to confirm the approval of Tribal Approved Homes.
- Maintain accurate paper and electronic records for prospective and approved caregivers, including applications, assessments, approvals, and ongoing compliance documentation.
- Conduct home visits and provide ongoing support to approved caregivers while children are placed in their homes.
- Develop and facilitate caregiver support groups, recognition activities, and other retention efforts to promote stable and supportive foster care placements.
- Coordinate and provide required training and resources for prospective and approved caregivers.

Shared Essential Duties and Responsibilities

- Manage assigned ICWA and TAH caseloads requiring a high degree of professional judgment, technical competence, organization, and confidentiality.
- Provide crisis intervention and appropriate referrals for families, youth, elders, and vulnerable adults as needed.
- Establish and maintain effective professional working relationships with Tribal departments, social service agencies, courts, County and State partners, and community organizations to coordinate services and support program objectives.
- Work independently in administering assigned services, managing case responsibilities, and utilizing Tribal, agency, and community resources.

- Assist clients and caregivers in accessing available services and community resources, including explaining applicable program guidelines, eligibility requirements, policies, and procedures.
- Prepare and maintain accurate, complete, and confidential case records, service documentation, and other required program records.
- Prepare and submit required activity reports to the Social Services Director, including monthly program reports and annual reports necessary for grant administration and compliance.
- Participate in professional development and training to maintain knowledge of ICWA, Tribal Child Welfare practices, caregiver approval requirements, and applicable program standards.
- Additional duties may be assigned as necessary to meet departmental and program needs.
- **Supervisory Responsibilities:** This position does not have supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies

- **Verbal Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical**: Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving**: Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management**: Develops project plans, coordinates with and completes projects on time and in budget.
- **Judgment**: Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization**: Prioritizes and plans work activities, sets goals and objectives, organizes or schedules other people and their tasks.
- **Professionalism**: Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability**: Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality**: Consistently at work and on time, ensures work responsibilities are covered when absent.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

QUALIFICATIONS

Required Education and Experience:

- Must possess a BA/BS Degree in Social Work or related field (MSW preferred) OR
- Must have five years social work experience in public, Tribal, or private services agency.
- Must have familiarity with ICWA and Child Welfare Practices, and Tribally Approved Homes programs.

Preferred Qualifications:

- Demonstrated ability to work effectively with Native American people in culturally diverse environments.
- Strong interpersonal skills, using discretion, empathy, humility and common sense.
- Competent in problem-solving and de-escalation skills.
- Established principles and techniques of interviewing and recording of social casework.
- Proficiency with computers and Microsoft Office or similar programs.

Ability to:

- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to plan, organize and implement outreach programs that optimize participation, including those activities that involve volunteers.
- Ability to establish and maintain harmonious working relationships with other employees and the public.
- Write reports, create spreadsheets, or logs.
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, customers, and the general public.

Other Qualifications:

- Must possess a valid California Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass a pre-employment drug screen.
- Must complete background check, submit to fingerprints and consent to criminal history record check.
- Required to report any violation of a criminal statute to immediate supervisor within one working day of the charge or conviction.
- Must maintain confidential information in accordance with legal standards and HIPAA policies.
- Must be able to travel 10% of the time.
- Indian preference for qualified applicants.

Applications available online at: https://trinidad-rancheria.org/employment
Send application, resume, and cover letter to: trhr@trinidadrancheria.com

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit and inspect various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift objects up to 15-45 pounds, carry, push, and pull materials, reaching overhead, above the shoulders, and horizontally.

Work Environment

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, Tribal members and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.

Signature_____ Date_____