



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 122006-26

OPENING DATE: 01/29/2026

CLOSING DATE: 04/29/2026

POSTED: IN/OUT

POSITION: ICWA Coordinator

PAY GRADE: E5 (\$26.30/hr. - \$36.83/hr.)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI/Grant Funded

DEPARTMENT: Social Services

REPORTS TO: Director, Social Services

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Coordinates appropriate services in accordance with ICWA federal standards; including child welfare, foster homes, family services and physical and psychological evaluations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Conducts intake assessments to evaluate the client's physical and psychological well-being.
- Coordinates children and families treatment plans; develops case plans and maintains accurate and timely case records.
- Receives and investigates referrals for abuse and neglect; interviews and assesses child and family and completes report.
- Accesses community services for information; refers children, parents, or guardians to community resources to meet the needs of the children.
- Contacts service providers to refer, set up, and/or follow up on client progress.
- Conducts home visits to observe and ensure child and family safety.
- Completes and provides daily case documentation to active cases.

- Testifies or appears in court regarding ICWA cases; makes recommendations to the courts as requested.
- Reviews case files, logs all information on ICWA cases; compiles and submits ICWA reports to Director; follows up on all ICWA notices and ensures notification to proper outside agencies of possible ICWA cases.
- Provides services to children out of their homes; works with family for corrective action and reunification.
- Coordinates reports and requests to tribal census on ICWA notices; responds to requesting agency.
- Collaborate with NM Children, Youth and Families on ICWA cases for Isleta children to ensure ICWA compliance.
- Participates in meetings, trainings, activities as a seated member of the New Mexico Tribal Indian Child Welfare Consortium (NM TIC).
- Organizes and attends functions to recruit foster families; evaluates foster home applicants; and interviews families and references; and observes home conditions; completes training, licensing, and background checks for foster care families.
- Provides transports to families to scheduled activities and appointments as needed.
- Participates in Child Protection Team and 24 hour on- call rotation schedule.
- Participates in community centered activities; provides presentations to local agencies and schools.
- Maintains professional knowledge by conducting research, attending annual ICWA training, seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's Degree in Social Work (MSW).
- Three years' work experience providing child welfare services to children and families; or equivalent combination of education and experience.
- Licensed Social Worker, is preferred.
- Ability to become certified in ICWA.
- First Aid and CPR Certifications, within 6 months from hire.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Isleta Pueblo traditions, language, history and culture.
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Isleta Pueblo civil codes as it relates to children in need of care.
- Knowledge of Isleta Pueblo judicial system.

- Knowledge of State judicial system.
- Knowledge of Bini Foster Care Data System.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Situations where extreme caution must be exercised sometimes occur when contacting individuals at home.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.