



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

**POSTING NO: 127-24**

**OPENING DATE: 11/19/2024**

**CLOSING DATE: Open Until Filled**

**POSITION:** State-Tribal Child Welfare Attorney

**POSTED: IN/OUT**

**PAY GRADE:** E9 (\$38.51/hr.-\$53.92/hr.)

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** Grant Funded

**DEPARTMENT:** Legal

**REPORTS TO:** General Counsel

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** The State-Tribal Child Welfare Attorney I will be responsible to act as the legal representation for the Pueblo of Isleta Social Services, Truancy Department, in matters where court and/or legal interventions are needed to ensure the safety and well-being of the Pueblo of Isleta community members. The position will also assist the State-Tribal Welfare Attorney II in implementing and executing the Child Welfare Program which consists of collaboration with the State regarding the Indian Family Protection Act.

*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:**

- Represents Isleta Social Services (ISS), Isleta Truancy, and/or Isleta Intervention Officer in all civil child welfare and truancy matters before the Isleta Tribal Court.
- Intervenes in child welfare enforcement actions brought by the New Mexico Child, Youth, and Families Department where Pueblo of Isleta Tribal Members are involved.
- Ensures State compliance with the federal Indian Child Welfare Act and the state Indian Families Protection Act in all matters involving Pueblo of Isleta Tribal Members. This advocacy work will entail litigation against the State of New Mexico as well as partnership and collaboration with the State of New Mexico.

- Prepares, files, and serves all pleadings, including Petitions, motions, orders, notices, rules to show cause, and other court documents related to the representation of Isleta in civil legal actions. Pleadings and proposed orders shall comply with applicable law, including federal funding laws.
- Prepares intervention packets, pleadings, motions, and other legal documents.
- Performs legal research and develop strategy, arguments, and testimony in preparation for presentation of case.
- Consults with necessary staff regarding potential legal interventions, limitations, and procedures for ensuring safety and respecting parties' legal rights, including through regular interagency case plan meetings with Pueblo of Isleta departments.
- Assists in drafting and implementing the Pueblo of Isleta Children's Code.
- Assists in creating trainings on child welfare for Isleta Police Department, Isleta Social Services, Truancy Department and Isleta Tribal Court, as well as for state agencies.
- Assists in revising Isleta Social Services and Isleta Truancy Policy and Procedures.
- Assists in drafting Court materials to implement the Children's Code.
- Monitors and assists in evaluating proposed tribal, state, and federal legislation and legal proceedings affecting children.
- Assists in federal Title IV-E funding research and implementation in order to expand the Pueblo's resources for child welfare matters.
- Routinely provides legal advice and counsel to Pueblo of Isleta governmental departments that directly engage in matters of child welfare, including Isleta Head Start, Isleta Department of Education, Isleta Social Services, Isleta Truancy Department, Isleta Behavioral Health, the Isleta Police Department, Isleta Probation, and Isleta Women, Infants, and Children Program.
- Assists with regular updates regarding the Child Welfare Program to Tribal Council and Tribal Administration.
- Participates in regular meetings with the State to ensure the State's proper administration of the State's Indian Families Protection Act, drafting materials and presenting on project progress, lessons learned, and emerging best practices.
- Participates in State Rules Committees regarding updates to forms and rules that may impact the State's administration of the Indian Families Protection Act.
- Assists in drafting and commenting on State rules and policies relating to the State's implementation of the Indian Families Protection Act.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- No supervisory responsibilities.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Juris Doctor or L.L.B. from an accredited law school.
- Member in good standing of the New Mexico State Bar Association or eligible for such membership.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**PERFERRED QUALIFICATIONS:**

- Tiwa speaking.
- Child welfare litigation and federal Indian law experience.
- Graduate from an Indian Law Program (ILP).

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule-making systems is required.
- Knowledge and experience in advocacy, litigation, or public interest law, preferably in areas relevant to child welfare and federal Indian law.
- Knowledge of the federal Indian Child Welfare Act and the State Indian Families Protection Act preferred.
- Skill in interpreting federal and case law, codes, ordinances, and administrative rules.
- Strong analytical and problem-solving skills with a strategic mindset.
- Excellent negotiation and communication skills, with the ability to articulate complex legal concepts to various audiences.
- High level of integrity, resilience, and a commitment to social justice.
- Demonstrated ability to work collaboratively with diverse groups, including government officials, community organizations, and stakeholders.
- Ability to analyze and organize facts, evidence, and legal precedents and present information and material in a clear and logical form.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict timelines.
- Skill in working effectively under pressure.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/office/courtroom environment.
- Telework is not presently available.
- Experience working with individuals facing behavioral challenges and navigating potentially harmful situations, requiring effective crisis management and protective techniques to ensure client safety.
- Travel for court proceedings.
- Travel to Washington D.C. for Program Mandated Meetings

**PREFERENCE:**

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