



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

**POSTING NO: 129-24**

**OPENING DATE: 11/27/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** State-Tribal IFPA Coordinator  
**PAY GRADE:** E5 (\$26.30/hr.-\$36.83/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Social Services  
**REPORTS TO:** Director, Social Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** The coordinator will be a contractor for the NM Children, Youth and Families Department (NM CYFD), and will provide services within the Pueblo of Isleta. Within Isleta the coordinator will facilitate appropriate services in accordance with ICWA federal standards and with the Indian Family Protection Act state standards: including child welfare, foster homes, family services and physical and psychological evaluations. For the NM Children, Youth and Families Department the coordinator will provide services to the NM CYFD to conduct home study assessments for Native families pursuing resource family licensing for the state agency within the State of New Mexico.

*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 and/or IFPA cases; makes recommendations to the courts in collaboration with the tribal legal representative.
- Reviews case files, logs all information on ICWA and IFPA cases; compiles and submits ICWA reports to Director; follows up on all ICWA and IFPA notices and ensures notification to proper outside agencies of possible ICWA and IFPA cases.
- Provides services to children out of their homes; works with family for corrective action and reunification.
- Collaborate with NM Children, Youth and Families on ICWA and IFPA cases for Isleta children to ensure ICWA/IFPA compliance.
- Collaborate and coordinate with NM Children, Youth and Families to conduct home study assessments for Native families pursuing resource family licensing for the state agency.
- Assists in government-to-government relations between Isleta and the State of NM CYFD.
- 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/IFPA 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 and IFPA.
- 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 Indian Family Protection Act (IFPA).
- 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.
- 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.
- Will require frequent travel within the State of New Mexico.
- 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.