



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

## JOB VACANCY ANNOUNCEMENT

Thursday, January 25, 2019

The Administration has an ICWA Manager/Family Advocate position available.

**ICWA MANAGER/FAMILY ADVOCATE:** Under the general supervision of the Health & Human Services Director, supports the administration in carrying out the responsibilities needed to contribute to the development and management of the Pueblo de San Ildefonso child welfare system. Supports the Indian Child Welfare Act Program (ICWA) - protecting the children of San Ildefonso Pueblo by preventing child abuse, neglect, and the separation of families - through collaborative work with families, Tribal Court, San Ildefonso community partners, local, state and federal agencies.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in social work, human services or directly-related degree. A minimum of 2 years of social services work experience or directly related work experience preferred. Knowledge of child welfare practices and related federal, state, local, regulatory practices and requirements. Familiarity with Indian Laws desirable. Experience working with tribal government entities and/or knowledge of Native American Culture is highly preferred. Excellent verbal and written communication skills required. Ability to perform quality work under pressure, meet deadlines and maintain confidentiality. Proficiency in MS Word, Excel and Outlook. Must have a valid driver's license and be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background check is required.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

**APPLICATION:** Submit your resume and an application form to the Human Resources office by e-mail to [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org); or by fax to (505) 455-4149. Call (505) 455-4155 with any questions about this position.

**DEADLINE FOR APPLYING:** February 11, 2019