

TEMPORARY WITH BENEFITS  
GRANT FUNDED THROUGH 09/30/27

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Early Childhood Court Coordinator I**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T-5</b>
<b>TARGET SALARY: \$20.93 to \$23.26/DOQ</b>	<b>SHIFT: 8:00 to 5:00/Flex</b>
<b>PROGRAM: Social Services</b>	<b>LOCATION: Building</b>
<b>REPORTS TO: Lead Case Worker (ICW)</b>	

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**SUMMARY:** Provides collaboration with judicial and child welfare leadership, community partners and stakeholders to facilitate coordination, provide community education, create connections, and engage families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for generating and assisting with monthly reports as required by the grant.

Participates in special projects and facilitates cross-departmental and interagency collaboration.

Develops case screening criteria and case management objectives; and develops and implements case planning conferences.

Develops policies and procedures to implement to a multidisciplinary team that meets quarterly to assist families in developing strategies to mitigate their circumstances that brought them to the court's attention.

Maintains client's files in confidential manner as required by tribal and federal program regulations.

Develops program literature such as programs, pamphlets, manuals, forms, handbooks, and procedures. Provides support and backup for other Makah Family Services staff.

Provide community-wide and the multidisciplinary team specific educational opportunities.

Manages all aspects of grant reporting and data collection for the Early Childhood Court contract.

**QUALIFICATIONS REQUIREMENTS:**

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**EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) or equivalent from two-year College or technical school preferred or two years' experience in child development or social services focused on vulnerable young children and their families.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

**OTHER SKILLS AND ABILITIES:**

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Must have knowledge of Makah Juvenile Court functions and awareness of local resources available to assist families and make connections.

Must have a working knowledge of basic accounting principles.

Ability to communicate and work effectively with the general public, state and federal agencies.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

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Must have a working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other related programs.

Ability to establish and maintain effective working relationships with staff, state, and federal agencies.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

<b>Makah Tribal Council</b>	<b>OPEN: September 23, 2025</b>
<b>Human Resources</b>	<b>CLOSE: October 8, 2025</b>
<b>P.O. Box 115, Bldg. 71</b>	
<b>Neah Bay, WA 98357</b>	
<b>Fax: (360) 645-3123</b>	
<b>E-mail: <a href="mailto:hr@makah.com">hr@makah.com</a> (PLEASE NOTE NEW EMAIL ADDRESS)</b>	

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

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**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.