



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Director of Family Services and Indian Child Welfare  
**SUPERVISOR:** Tribal HHS Administrator  
**LOCATION:** Family Services/Indian Child Welfare  
**POST DATE:** July 15, 2024  
**CLOSING DATE:** July 29, 2024

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**General Description:** The primary responsibility of this position is to oversee the Family Services and Indian Child Welfare Department; and represent the department and Tribe for Intertribal and State issues related to Family Services and Indian Child Welfare issues. This position will monitor the implementation of all applicable standards required to license foster homes, oversee the completion adoptive home placements, monitor grants and assure continuity in grant funding.

**Qualifications:** Undergraduate degree in a Human Service field and State of Wisconsin certification as a social worker preferred. Undergraduate degree with proof of child development, psychology, and family systems courses will be considered in lieu of a health and human services degree. Undergraduate or Graduate degree plus experience working within Tribal communities and/or Indian Child Welfare may be considered. Must have a valid WI Drivers license and be insurable.

**Salary:** \$36.00-\$38.50/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, resume, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Exempt Position Description**

**A. TITLE OF POSITION:** Director of Family Services and Indian Child Welfare

**B. DEPARTMENT:** Family Services/Indian Child Welfare

**C. SUPERVISOR'S TITLE:** HHS Administrator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to oversee the Family Services and Indian Child Welfare Department. The successful candidate will represent the department and Tribe for Intertribal and State issues related to Family Services and Indian Child Welfare issues. This position will monitor the implementation of all applicable standards required to license foster homes, oversee the completion of adoptive home placements, monitor grants and assure continuity in grant funding. Specific responsibilities include but are not limited to the following:

1. Direct the Family Services and Indian Child Welfare Department in conjunction with departmental and governmental goals and objectives.
2. Provide routine supervision to all staff housed in the department.
3. Oversee the training and continuing education of departmental staff in an effort to enhance service provision.
4. Represent the department and the Tribe for Intertribal, local, regional and state committees working on issues related to child welfare.
5. Represent Tribal interests for subcommittees relating to legislation, new funding opportunities, federal initiatives (including reviews of the state child welfare system), and other issues impacting Tribal children and families.
6. Oversee the completion of adoptive home studies and the facilitation of adoptions of Tribal children.
7. Oversee the licensing of Tribal foster homes.
8. Collect data and write narratives related to the implementation of grants awarded to the department.
9. Coordinate the implementation of the Tribe's policy regarding the Indian Child Welfare act, monitor ICWA cases and work with Tribal Attorneys to ensure appropriate intervention in ICWA cases.
10. Assure that client services provided within the department are provided in an ethical and confidential manner.
11. Consult with Tribal programs, area schools, social services agencies and other agencies to facilitate coordination of interagency service delivery.
12. Assure that the department has adequate after hours/on call service/coverage and provide direction/support to departmental staff who are on call as needed.
13. Participate in all required training and continuing education.
14. All other duties as assigned by supervisor.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Continuous contact with Family Resource Center staff and frequent contact with Tribal center, Peter Christensen Health Center, Tribal Court, and Economic Support staff and other departments as required by client service plans.
2. **External:** Professionals involved with service plans of clients, funding source representatives, State and Intertribal representatives.

**F. SUPERVISORY RESPONSIBILITIES:** Provides direct supervision to and oversight of all staff assigned to the department.

**G. SUPERVISION RECEIVED:** Tribal Health and Human Services Administrator

**H. EDUCATION:** Undergraduate degree in a Human Services field and State of Wisconsin certification as a social worker preferred. Undergraduate degree with proof of child development, psychology, or family systems courses will be considered in lieu of a health and human services degree. Undergraduate or Graduate degree plus experience working within Tribal communities and/or Indian Child Welfare may be considered.

**I. EXPERIENCE:**

1. Knowledge of investigative procedures for cases involving the abuse or neglect of children is strongly preferred.
2. Previous field work in Human Services, including assessment and case management is required.
3. Knowledge of procedures related to the background investigation requirements for the Indian Child Protection and Family Violence Act and the Adam Walsh Act strongly preferred.
4. Knowledge of the Indian Child Welfare act, jurisdictional issues with State and Federal officials, and related Tribal codes is strongly preferred.

**J. SKILLS:**

1. Ability to communicate effectively orally and in writing.
2. Ability to maintain composure in stressful situations.
3. Ability to multitask and manage multiple priorities at once.
4. Strong commitment to maintaining client confidentiality.
5. Ability to delegate work effectively.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May be exposed to undesirable behaviors of clients in performance of job responsibilities.
3. **Physical Requirements:** Sitting, walking, and keyboarding for extended periods of time is required.

