



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: ICWA Coordinator/ICW Ongoing Case Manager
SUPERVISOR: Family Services Manager
LOCATION: Family Services Department
POST DATE: November 17, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide all aspects of case management for assigned cases, monitoring clients through service records, community, home and office visits. Assure provision of child's needs, for all children who are on caseload. This includes monitoring and facilitating services for medical, educational, emotional/mental health, social and AODA needs, ensuring that the child's basic physical needs are met wherever the child is living, and that no disruptions in services, medication management, or safety come about as a result of changes in placement.

Qualifications: High School Diploma or equivalent is required. Degree in the Human Services field or in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice is required. A valid Wisconsin Driver's license is required, and must be insurable. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$16.00-\$18.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website 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

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
Nonexempt Position Description**

A. TITLE OF POSITION: ICWA Coordinator/Ongoing Case Manager

B. DEPARTMENT: Family Services Department

C. SUPERVISOR'S TITLE: Family Services Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide all aspects of case management for assigned cases, monitoring clients through service records, community, home and office visits. Assure provision of child's needs, for all children who are on caseload. This includes monitoring and facilitating services for medical, educational, emotional/mental health, social, and AODA needs, ensuring that the child's basic physical needs are met wherever the child is living, and that no disruptions in services, medication management, or safety come about as a result of changes in placement. Specific responsibilities include but are not limited to the following:

1. Maintain confidential record keeping system and report forms in accordance with program guidelines; strict confidentiality is to be maintained at all times.
2. Coordinate the implementation of the Tribe's policy regarding the Indian Child Welfare Act, monitoring ICWA cases and working with Tribal Attorneys to ensure appropriate intervention in ICWA cases.
3. Assist with investigations, with Vilas County or other ICW staff.
4. Make referrals to other agencies and share information if their assistance is needed or desired, in accordance with confidentiality policies and laws.
5. Investigate and complete court reports and recommendations in regard to child custody proceedings, if directed to do so by the Tribal Court.
6. Complete Permanency Plan on each child regardless of placement, whether in or out of home, attend and/or conduct an administrative case review in compliance and conformity with the law at a minimum of every six months.
7. Develop and maintain cooperative and professional relationships within Tribal programs and other agencies and programs within the State.
8. Make arrangements with states and county agencies for the financial support of Tribal Children placed in foster or kinship care, keeping other agencies informed of any changes in the child's status.
9. Keep track of expiration dates on Court Dispositional Orders, complete written review and extension reports for the Tribal Court, and appear in court for hearings to provide oral testimony to supply the court the needed information and recommendations.
10. Conduct family-based assessments in the home and office. Complete extensive written family assessments and dispositional reports, with recommendations, for Tribal Court. Develop and implement case management/permanency plans for each client, based on these assessments.
11. Receive disciplinary, attendance, and grade reports from schools on court ordered clients.

12. Attend program related and all mandatory meetings and participate in training and professional development activities.
13. Support the use of Native American cultural and spiritual activities within the program.
14. Complete all necessary record keeping including program reports.
15. Provide coverage for emergencies that arise during non-working hours. Individuals must be available to provide weekend ICW on call coverage on a scheduled basis.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with courts and other caseworkers within all levels of organization.
2. **External:** Frequent contact with children, clients, foster homes, and parents.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from the Family Services Manager.

H. EDUCATION: High School Diploma or equivalent is required. A degree in the Human Services field or in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice is required.

I. EXPERIENCE:

1. Entry level with willingness and ability to learn and received training in the field of Human Services.
2. Knowledge of child development and family systems and child abuse/neglect investigations would be beneficial.
3. Knowledge of the Indian Child Welfare Act, Tribal Child Welfare and related Tribal Codes and compliance with the Indian Child Protection and Family Violence Prevention Act would be beneficial.

J. SKILLS:

1. Ability to communicate effectively both orally and in writing, including extensive written reports required by the job.
2. Must be able to handle multiple tasks simultaneously, and be able to prioritize assigned workloads according to the situation at hand.
3. Must possess keyboarding and some personal computer skills.
4. Must possess strong customer service skills and the ability to respond to difficult situations in a professional and respectful manner.
5. Have access to a working vehicle, valid Wisconsin drivers license and be insurable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** .Work primarily in an office setting, but will be required to leave the office frequently to meet with clients, families, and other professionals in meeting the responsibilities of this position.
2. **Exposure to Hazards:** May be exposed to situations where he/she may encounter youths and families in distress. The potential risk to an individual's health and welfare does exist. This position does require frequent driving, and the risk of injury by automobile also exists.

3. Physical Requirements: This position requires standing, sitting, walking, bending, and some light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the ICWA Coordinator/Ongoing Case Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must be able and willing to travel and flexible to work hours. Must have valid Wisconsin Driver's license and be insurable. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

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| _____ Employee | _____ Date | _____ Manager | _____ Date |
| _____ Tribal Administrator | _____ Date | _____ Human Resources Director | _____ Date |