



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Ongoing Case Manager (1 Full Time)
SUPERVISOR: Lead Investigator/Ongoing Case Manager
LOCATION: Family Services and Indian Child Welfare Department
POST DATE: December 15, 2025
CLOSING DATE: December 29, 2025

General Description: The primary responsibility of this position is to provide comprehensive case management services to ensure the safety, well-being, and permanency of children within the Indian Child Welfare system. This role emphasizes family engagement, cultural preservation, and adherence to the Indian Child Welfare Act (ICWA). The Ongoing Case Manager will work collaboratively with families, tribal resources, and community agencies to support children and their families in achieving stability and well-being.

Qualifications: High School Diploma or equivalent is required. Bachelor's Degree in Human Services, Social Work, Psychology, or related field is preferred. In lieu of a degree, two years of relevant education, training, or work experience in social or behavioral sciences, or criminal justice may be accepted. Must maintain a WI Drivers license and be insurable.

Salary: \$21.00-\$23.00/hr. depending on qualifications.

How to Apply: Submit your resume, 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:** Ongoing Case Manager
- B. **DEPARTMENT:** Family Services and Indian Child Welfare Department
- C. **SUPERVISOR'S TITLE:** Lead Investigator/Ongoing Case Manager
- D. **DESCRIPTION OF DUTIES:** Ongoing Case Manager is responsible for providing comprehensive case management services to ensure the safety, well-being, and permanency of children within the Indian Child Welfare system. This role emphasizes family engagement, cultural preservation, and adherence to the Indian Child Welfare Act (ICWA). The Ongoing Case Manager will work collaboratively with families, tribal resources, and community agencies to support children and their families in achieving stability and well-being. Specific responsibilities include, but are not limited to the following:

Case Planning and Management

1. Develop, implement, and monitor individualized case plans that prioritize the safety and best interests of children in compliance with ICWA and tribal policies.
2. Conduct thorough assessments of children and families to identify strengths, needs, and available resources.

Safety and Risk Assessments

1. Conduct regular safety assessments and home visits to monitor child welfare, ensuring that children are in safe and stable environments.
2. Identify potential risks and collaborate with families to address and mitigate safety concerns.

Family Engagement and Reunification:

1. Actively engage with families to provide support, resources, and interventions that promote reunification when appropriate.
2. Facilitate family team meetings to discuss progress, address challenges, and adjust care plans collaboratively.

Service Coordination and Advocacy

1. Coordinate access to services including medical, educational, mental health, and substance abuse treatment, ensuring cultural appropriateness and sensitivity.
2. Advocate for the rights and needs of children and families within the tribal community and service systems.

Legal and Court Related Duties

1. Prepare detailed reports and documentation for court hearings, including recommendations for permanency planning.
2. Ensure compliance with legal requirements related to ICWA, including timely notification of the tribe regarding case developments.

Cultural Preservation and Connection

1. Promote cultural identity and community connection for children by facilitating access to tribal resources, programs, and cultural events.

2. Collaborate with tribal elders and cultural advisors to support the cultural education of children in care.

Monitoring and Documentation

1. Maintain accurate and comprehensive caser records, documenting all interactions, assessments, and service provisions.
2. Track the progress of children and families towards achieving their goals and ensure adherence to legal and organizational standards.

Collaboration and Communication

1. Work closely with ICW team members, tribal agencies, and community partners to provide integrated services.
2. Communicate effectively with families, service providers, and stakeholders to ensure a coordinated approach to case management.

Crisis Intervention and Emergency Response

1. Respond to emergencies and crisis involving children, providing immediate support and intervention as needed.
2. Develop crisis intervention strategies in collaboration with families and community resources.

Adherence to Laws and Policies

1. Ensure compliance with all relevant federal, state and tribal laws regarding child welfare and protection.
2. Follow organizational policies and procedures related to confidentiality, case management, and child protection practices.

E. POSITION RELATIONSHIPS:

1. **Internal:** Regular and substantial communication with tribal courts, legal representatives, and case workers across all organizational levels to ensure coordinated service delivery. Collaboration with other internal departments, such as Behavioral Health and Economic Support, to facilitate comprehensive support for families.
2. **External:** Frequent interactions with children, parents, and families to assess needs, provide support, and ensure ongoing engagement in services. Ongoing communication with external stakeholders, including schools, medical providers, and community organizations to coordinate resources and services to support child welfare.

F. SUPERVISION RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Reports directly to the Lead Investigator/Ongoing Case Manager; operates independently with supervision received from Director of Family Services and Indian Child Welfare.

H. EDUCATION: High School Diploma or equivalent is required. Bachelor's Degree in Human Services, Social Work, Psychology or related field is preferred.

I. EXPERIENCE: In lieu of a degree, two years or relevant education, training, or work experience in social or behavioral sciences, or criminal justice may be accepted.

J. SKILLS:

1. Strong interpersonal and communication skills, with the ability to work collaboratively with diverse populations.
2. Knowledge of cultural competency and the ability to engage with tribal communities respectfully and effectively.
3. Must possess and maintain a valid WI Driver's License and be insurable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** The ongoing case manager primarily operates in an office setting but will frequently travel to meet with clients, families, and other professionals to fulfill the responsibilities of the role. This includes conducting home visits, attending court hearings, and participating in community meetings.
2. **Exposure to Hazards:** This role may involve interactions with children and families in distressing situations, presenting potential challenges to the individuals health and safety. Additionally, this position requires driving, which inherent risks, including the possibility of poor driving conditions.
3. **Physical Requirements:** This position necessitates a range of physical activities, including standing, sitting, walking, bending, and light lifting. The ability to navigate various environments, both office and community settings, is essential for effective case management.

L. BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the 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 client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that may tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will result in 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 willing to travel and have flexible work hours. Must attend all mandatory meetings and participate in all trainings. 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. SIGNATURE:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**