



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Receptionist/Foster Care Licensing Coordinator
SUPERVISOR: Family Services Manager
LOCATION: Indian Child Welfare
POST DATE: October 18, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide professional support for the program in the reception area of the Family Services Department. Facilitate the process of Foster Care Licensing for the Lac du Flambeau Tribe. Provide all aspects of case management for assigned cases, monitoring clients through service records, community, home and office visits.

Qualifications: High School diploma or equivalent is required. Some education of child welfare and/or human services is preferred. At least one year of related experience in Administrative functions/or administrative professionals associate degree. (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:** Receptionist/Foster Care Licensing Coordinator
- B. DEPARTMENT:** Family Services Department / Indian Child Welfare
- C. SUPERVISOR'S TITLE:** Family Services Manager
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position will be to provide professional support for the program in the reception area of the Family Services Department. Facilitate the process of Foster Care Licensing for the Lac du Flambeau Tribe. Provide all aspects of case management for assigned cases, monitoring clients through service records, community, home and office visits. Specific responsibilities include, but are not limited to the following:
1. Provide professional support for the program in the reception area of the Family Services Department.
 2. Answer telephones, route calls and take written messages
 3. Greet all clients and visitors in a professionally warm welcoming manner
 4. Maintain cleanliness and appearance of front office area on a daily basis
 5. Maintain confidential record keeping system and report forms in accordance with program guidelines; strict client confidentiality is to be maintained at all times.
 6. Fulfill the duties of the Coordinator of the Foster Care Licensing process.
 7. Maintain a relationship with the Foster Care Licensing Committee and Elders Advisory Board.
 8. Make referrals to other agencies and share information if their assistance is needed or desired, in accordance with confidentiality policies and laws.
 9. Develop and maintain cooperative and professional relationships within Tribal programs and other agencies and programs within the state.
 10. 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.
 11. Receive disciplinary, attendance and grade reports from schools on court-ordered clients.
 12. Maintain as the point of contact for the Independent Living Program for the LDF Tribe.
 13. Attend program related and mandatory meetings and participate in training and professional development activities.
 14. Support the use of Native American cultural and spiritual activities within the program.
 15. Complete all necessary record keeping including program reports.
- 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 and parents.

F. SUPERVISION RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Perform job responsibilities receiving directions and supervision from the Family Services Manager.

H. EDUCATION: A high school education or equivalent is required. Some education of child welfare and/or human services is preferred.

I. EXPERIENCE: At least one year of related experience in Administrative functions/or administrative professionals associate degree. Knowledge and willingness to learn about the dynamics of family systems, domestic abuse, child abuse, sexual assault, child sexual abuse, alcoholism, drug addiction.

J. SKILLS: Must be able to communicate effectively, both orally and in writing. Must be able to handle multiple tasks simultaneously, and be able to prioritize assigned workloads according to the situation at hand. Must possess keyboarding and some personal computer skills. This individual must possess strong customer-service skills and the ability to respond to difficult situations in a professional and respectful manner.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** This individual will 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:** This individual may be exposed to situations where he/she may encounter youths/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. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Receptionist/Foster Care Licensing Coordinator 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. Must be dependable for work hours and flexible to the department needs. Must have and maintain a driver's license and liability insurance. Caregiver background check required applicable to the job description. 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:

Employee Date

Manager Date

Previously signed

Tribal Administrator Date

Previously signed

Human Resource Director Date