



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Tribal Social Worker
SUPERVISOR: Family Resource Director
LOCATION: Lac du Flambeau Family Resource Center
POST DATE: December 15, 2023
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to assist the Family Resource Center, Indian Child Welfare, LDF Police Department, Tribal Victim Services, and State of Emergency with assessing, diagnosing, and treatment of mental and emotional disorders of adolescent, teens, and adults. The Social Worker will help with emergency situations and consult with medical personnel regarding the best treatment for the families with a hybrid schedule.

Qualifications: Master's Degree or a Ph.D in Social Work is preferred. Extensive skill, knowledge, and experience of a minimum of 3 years of work experience working with assessments, diagnosing and treatment with mental, emotion, and substance use disorders required, in addition to, educational requirements.

Salary: \$30.00-\$33.00/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

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

A. TITLE OF POSITION: Tribal Social Worker

B. DEPARTMENT: Lac du Flambeau Family Resource Center

C. SUPERVISOR'S TITLE: Lac du Flambeau Family Resource Director

D. DESCRIPTION OF DUTIES: The Social Worker will assist the Family Resource Center, Indian Child Welfare, LDF Police Department, Tribal Victim Services, and State of Emergency with assessing, diagnosing, and treatment of mental and emotional disorders of adolescent, teens, and adults. The Social Worker will help with emergency situations and consult with medical personnel regarding the best treatment for the patient and families with a hybrid schedule. Specific duties include but are not limited to the following:

- 1) Generates, maintains and reports accurate clinical documentation as required by established standards and internal departmental policies.
- 2) Develops and maintains collaborative relationships with other Health and Human Services Divisions, medical institutions and providers, law enforcement teams and human service agencies in the Tribe, County, and State.
- 3) Maintains licensure in Wisconsin by meeting all requirements of defined discipline.
- 4) Maintains regular and predictable attendance, works extra hours as required.
- 5) Provides on-call services as assigned.
- 6) Makes clinical assessments of clients, family dynamics, medical and psychological histories, and formulates individualized outcome-based treatment plans.
- 7) Manages clients with varying degrees of mental health needs in a clinically effective and ethical manner.
- 8) Responds to crisis service needs, makes preliminary emergent psychosocial assessment as needed based on available information, provides short term psychotherapy and makes referrals as appropriate.
- 9) Completes assessments-Provides support and guidance to individuals in a crisis, mental health or otherwise, that present to the attention of the Lac du Flambeau Police Department.
- 10) Uses clinical judgement in determining outcomes based on the crisis assessment. Outcomes include voluntary or involuntary hospitalization, crisis stabilization, development of a safety plan, and/or referrals to community resources.

- 11) Provides follow-up on referrals for individuals who exhibited symptoms of a mental health disorder when they had contact with police and for individuals previously assessed by the clinician.
- 12) Provides consultation and education to law enforcement officials
- 13) Attends and participates as required or able in Lac du Flambeau Police Department and Tribal meetings, trainings, and other activities.
- 14) Provides protection and advocacy services including oversight of Chapters 51, 54 and 55.
- 15) Attends meetings as required.
- 16) Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- 17) Works in conjunction and coordinates services with an interdisciplinary team.
- 18) Adheres to co-responder model to provide crisis services in various community locations including clients' homes
- 19) Evaluate the effectiveness of counseling or treatments and the accuracy and completeness of diagnoses, modifying plans, or diagnoses as necessary.
- 20) Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with client data.
- 21) Participates in mandatory trainings and completes assigned trainings.
- 22) Understands the principles of Quality Improvement and participates in appropriate QI projects.
- 23) Will be required to travel locally, regionally, and occasionally state-wide for patient continuum of care.
- 24) Other duties as assigned.

E. POSITION RELATIONSHIPS:

- 1) **Internal:** Heavy, frequent contact with adolescent and teens, adults and family members or caregivers, LDF Family Resource Staff, Indian Child Welfare, Peter Christensen Health Professional Staff, LDF Police Department, and State of Emergency Data Analyst.
- 2) **External:** Occasional contact with Vilas County Social Service, Vilas County Juvenile Intake, and other referral agencies.

G. SUPERVISORY RESPONSIBILITIES: Does not directly supervise however will collaborate with other team members in day to day operational decision making.

H. SUPERVISION RECEIVED: Will work independently with Supervision by the Lac du Flambeau Family Resource Director.

I. EDUCATION: A Master's Degree or a Ph.D. in Social Work is preferred.

J. EXPERIENCE: Extensive skill, knowledge, and experience of a minimum of 3 years of work experience working with assessments, diagnosing and treatment with mental, emotion, and substance use disorders is required, in addition to, educational requirements.

K. SKILLS:

- 1) Three years of experience working with assessments, diagnosing, and treatment with adolescents and teens with mental, emotional, and substance use disorders, or an equivalent combination of training, education and experience that would provide the required knowledge and abilities.
- 2) Educational background-bachelor level position
- 3) Ability to transport oneself from location to location in an efficient and expedient manner.
- 4) Adhere to professional ethics and standards.
- 5) Skill in organization including paperwork, time management and prioritization of crisis demands.
- 6) Comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- 7) Prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- 8) Work well in a team environment displaying a supportive and positive attitude.
- 9) Communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- 10) Knowledge of developmental disabilities, substance use and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.
- 11) Knowledge and appreciation of cultural issues and differences. Ability to provide services in a culturally-sensitive manner
- 12) Skills in organization including paperwork management, time management, and prioritization of crisis demands.
- 13) Ability to make public presentations in provide community speaking engagements when needed.
- 14) Comply with all applicable laws, regulations, and professional and ethical standards.
- 15) Be free of reprimand, sanction and discipline by a licensing board, professional ethics association, or other similar entity.
- 16) Cooperate with LDF in completing a Background Information Disclosure Form and submit to a background check with the Department of Justice as required by regulation.

