



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

### *Red Cliff Tribal Council*

- POSITION:** Indian Child Welfare Case Manager
- LOCATION:** Red Cliff Band Indian Child Welfare Department
- PROGRAM:** Consolidated Tribal Program (CTGP)/Indian Child Welfare Act (ICWA)
- WAGE:** \$16-\$20 per hour/40 hours per week, plus benefits
- SUPERVISOR:** Indian Child Welfare Director

#### **THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION.**

**JOB SUMMARY:** The primary goal of the Indian Child Welfare Department is to prevent the breakup of Red Cliff families and to prevent the permanent removal of Tribal children from the custody of their parents. The person selected for this position will be required to respond, report, investigate and follow through on allegations of child abuse/neglect as well as provide case management services to families in the tribal court system and families in crisis. This position requires an on call status for emergency and/or crisis intervention.

#### **DUTIES AND RESPONSIBILITIES:**

1. To accept referrals regarding minors alleged to be in need of care.
2. To make such other investigations as ordered by the Children's court or authorized by this court.
3. To develop case plans concerning any minor, if an investigation supports an administrative or judicial finding that the minor is in need of care.
4. To make reports to the Children's Court and to provide information or referrals to recognize child welfare agencies have an interest or service role concerning a Tribal child.
5. To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Children's Court.
6. Subject to the approval of the Tribal council, negotiate service agreements with other recognized child welfare agencies.
7. Pending a determination of the minor's status to prevent risk of immediate harm by or to the minor, take into emergency custody and provide emergency placements.
8. Comply with all reporting requirements for funding sources as well as required internal reporting requirements.
9. Conduct home visits on a regular basis.

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10. Meet with Family Service Staff and other Tribal/County Programs to provide case management for clients.
11. Attend and participate in staff and other meetings, Child Protection Team meeting, in-service, training and other events as directed by supervisor.
12. Provide or refer to appropriate agency individual/family counseling services for youth and their families involved with the Indian Child Welfare Department.
13. Assist the prosecutor with filing the petitions; conduct investigation and case studies as necessary.
14. Assist families in whatever way possible to carry out their court ordered plans and work cooperatively with County and other social service agencies to ensure that services provided are appropriate and culturally relevant.
15. Present a professional, caring image to clients, of the Indian Child Welfare Program and Family Services Programs.
16. Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
17. Provide telephone or in person testimony to off reservation child protection cases.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation for the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None

**KNOWLEDGE:**

1. Knowledge of Indian Child Welfare Act (ICWA) and the uniqueness of the Red Cliff Community.
2. Knowledge of Tribal and County service providers.
3. Knowledge of the unique culture of Red Cliff and extended family system.

**QUALIFICATIONS:**

1. Bachelor's Degree in Social Service or related field, including; Sociology, Psychology, OR Associate's Degree in Human Services or related field, and or enrollment in human services or certification in Social Services or Human Services or related field.
2. Four (4) years of experience working in Family Services, Indian Child Welfare, AODA, or other human services related field.
3. A minimum of one (1) year experience working in direct services delivery with children and families. Child Protection and Indian Child Welfare experience is a plus.
4. Training in Indian Child Welfare Act (ICWA) and knowledge of the Indian Child Welfare Act and willingness to learn of the uniqueness of the Red Cliff community.

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5. Knowledge of QEW and/or experience as a QEW and willingness to serve as a QEW. Must be willing to be trained to become a Qualified Expert Witness (QEW) according to the ICWA Act.
6. Experience with resources and referrals
7. Cultural awareness and understanding and ability to implement culturally sensitive services.
8. Training or knowledge of historical trauma and how it affects Indian families. Knowledge or willingness to learn how it has affected those in the Red Cliff community.
9. Knowledge and/or experience with Trauma, Mental Health, AODA, Trauma Informed Parenting, and working with children and families with bio-psycho-social needs.
10. Experience working closely with families, performing home visits, performing needs assessments.
11. Ability to work with on and off reservation service providers
12. Strong advocacy, brokering, interpersonal relationships, and team building skills.
13. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy OR be able to obtain in 30 days following employment.

**PERSONAL CONTACTS:** Considerable daily contact will be made with clients, visitors, other Tribal staff, Bayfield County staff, other Tribal ICW programs and other County and State social service programs.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed in overhead storage or shelving.

**WORK ENVIRONMENT:**

1. Indian Child Welfare Office
2. Appearances in Tribal Court
3. Residences in the Tribal Service Area
4. All Tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally and nationally. Home visits to clients in the Red Cliff Service Area.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 Behavior or Attitude that

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tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

### **APPLICATION SUBMITTAL REQUIRMENTS:**

The following items are required for this position:

1. Completed Tribal Application, available on the Tribal website.
2. Resume & verification of degrees/certifications & or verification of enrollment in Degreed Program in Social Work or Human Services or related Field.
3. Signed Tribal Background Investigation Disclosure; available on the Tribal website.

**POSTING DATE:**           **January 4, 2018**

**DEADLINE:**               **Open Until Filled**

### **FOR FURTHER INFORMATION CONTACT:**

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

(715) 779-3700 ext. 4268 or 4267

### **EMPLOYEE BENEFITS PACKAGE**

#### **THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.

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4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.

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