



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

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JOB TITLE: **Juvenile Justice Outreach Case Manager**
SUPERVISOR: Family Services Manager
LOCATION: Family Services Department
POST DATE: September 1, 2020
CLOSING DATE: September 15, 2020

General Description: 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. Meet with youth parents or guardians to address delinquency and/or truancy.

Qualifications: Associate Degree required. Bachelor's degree in Social Work or related field is preferred. Or in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice field.

Salary: \$16.00-\$18.00 per hour/ Dependent upon 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 requested via phone or email and 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: Juvenile Justice Outreach 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. Meet with youth, parents or guardians to address delinquency and/or truancy but are not limited to the following:

1. Will conduct frequent home visits and face to face contact with students, parents, or guardians to address compulsory school attendance issues.
2. Coordinate with appropriate agencies, schools, and courts
3. Maintain confidential record keeping system and report forms in accordance with program guidelines; strict client confidentiality is to be maintained at all times.
4. 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.
5. 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.
6. Assistance in the development of a plan to achieve academic success to include alternative settings, AODA/behavior, etc. Track students for a minimum of 12 months unless graduated to ensure academic success.
7. Refer cases to school social workers and or school counselors. Provide follow-up services for remainder of the school year
8. Document all referrals, home visits, contacts and assist in maintaining case files of individual/ family case files.
9. Provide monthly reports to supervisor and assist with quarterly reports as required
10. Make referrals to other agencies and share information if their assistance is needed or desired, in accordance with confidentiality policies and laws.
11. Investigate and complete court reports and recommendations in regard to child custody proceedings, if directed to do so by the Tribal Court.
12. 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.
13. Receive disciplinary, attendance and grade reports from schools on court-ordered clients.

14. Attend program related and mandatory meetings and participate in training and professional development activities.
15. Support the use of Native American cultural and spiritual activities within the program.
16. Complete all necessary record keeping including program reports.
17. Other duties as assigned by Supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with courts and other case managers within all levels of organization.
2. **External:** Frequent contact with youth, clients and parents, professionals involved with services of clients, tribal/county courts, school districts and other agencies.

F. SUPERVISORY RESPONSIBILITIES: None

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

H. EDUCATION: Associate Degree required. Bachelor's degree in Social Work or related field is preferred. Or in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice field.

I. EXPERIENCE:

1. At least two (2) years of related experience in case management, education or training in juvenile justice, social /behavioral sciences fields will be accepted in lieu of degree.
2. Entry level with willingness and ability to learn and received training in the field of Human Services.
3. Knowledge of child development and family systems and child abuse/ neglect investigations would be beneficial.
4. 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 written reports required for the job.
2. Knowledge of child development and family systems.
3. Must be willing to travel and perform a flexible work schedule to meet the needs of our families.
4. Must have a valid driver's license and have minimum automobile liability insurance.
5. Must be able to handle multiple tasks simultaneously, and be able to prioritize assigned workloads according to the situation at hand
6. Have access to a working vehicle, a valid driver's license and minimum auto liability insurance.

