**TRIBAL PERSONNEL DEPARTMENT**

# JOB ANNOUNCEMENT

**JOB TITLE:** **CCS Program Service Director**
**SUPERVISOR:** **Family Services Manager**
**LOCATION:** **Family Resource Center**
**POST DATE:** **December 9, 2015**
**CLOSING DATE:** **Open until filled**

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**General Description:** The primary responsibility of this position will be to provide day-to-day work direction and accountability for the quality of the services provided to consumers and day-to-day consultation of CCS staff. Minimal qualifications for this individual will meet those listed under Chapter DHS 36.10 par. (g) 5. This position provides clinical staffing, approves services and plans of care as needed, consults and approves crisis safety plans, and participates in team meetings either in person, phone, or providing consultation prior.

**Qualifications:** Master's Degree in Social Work or related field is required. Currently be a licensed independent clinical social worker which shall meet the qualifications established in WI ch. 457, Stats., and be licensed by the examining board of social workers, marriage and family therapists and professional counselors with 3000 hours of supervised clinical experience where the majority of clients are children or adults with mental disorders or substance-use disorders.

**Salary: $25.00 to 30.00/ hr. – 40 hours/week plus benefits**

**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:** CCS Service Director

**B. DEPARTMENT:** Human Services Department

**C. SUPERVISOR'S TITLE:** Family Services Manager

**D. DESCRIPTION OF DUTIES:** The Service Director will meet regularly with those individuals fulfilling the duties of CCS in order to provide assistance with day-to-day consultation as services dictate. This position assures that services provided to consumers are optimized. The Service Director assists the CCS Administrator in meetings and other communication activities, and assists in evaluation and quality assurance issues. Responsibilities include, but are not limited to the following:

1. Provide weekly individual directive supervision with each care coordinator for a minimum of one hour. Provide ongoing feedback and support regarding staff strengths, areas of need and potential strategies for improvement through the consistent use of facilitator reviews and supervision.
2. Clinical supervision and clinical collaboration records shall be dated and documented with a signature of the person providing supervision or clinical collaboration.
3. Participate in at least one hour of either supervision or clinical collaboration per month or for every 120-clock hours of face–to–face psychosocial rehabilitation or service facilitation they provide.
4. Before a service is provided to an applicant under s. DHS 36.13 (2) or 36.17, a mental health professional shall do all of the following:

   (a) Review and attest to the applicant's need for psychosocial rehabilitation services and medical and supportive activities to address the desired recovery goals.

   (b) Assure that a statement authorizing the proposed psychosocial rehabilitation services under the standards set forth in par. (a) is provided and filed in the client service record.

5. Attend and participate in biweekly Supervisor meetings with the CCS Management Team.
6. Provide staff with ongoing assistance for day-to-day issues, as well as crisis situations. Direct them to utilize the team for direction and assistance as much as possible.
7. Assure that care coordinators are developing balanced teams (50% informal, 50% formal). Regularly attend team meetings and Plan of Care meetings either by phone, in person, or providing consultation prior.
8. Review POC's and crisis/safety plans prior to signing to assure that the plans promote the family vision, utilize functional strengths, identify appropriate needs and clearly related strategies. Assure that all team members receive copies of completed POC's in a timely manner.
9. Assure all documentation, including Progress Notes, Referrals for treatment or placement, Court Reports, etc. are done in a strength-based manner.
10. Support care coordinators in facilitating independence through a sustainable transition plan starting from day one. Review all pending disenrollments with care coordinators.

11. Promote utilization of community resources and supports that are culturally relevant to the client and family.
12. Monitor service authorization requests to assure that the Team has clearly defined in the Plan of Care the need for the requested service and have made fiscally sound decisions regarding the provision of services.
13. Monitor all court-related activities (i.e., court appearances, acquisition of court orders, court extensions or revisions, permanency planning reviews and court letters).
14. Review court letters for appropriateness, accuracy and timeliness prior to submitting them.
15. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
16. Keep Management informed of emergency or critical incidents.
17. Maintain a confidential client record keeping system in accordance with program and state regulations and guidelines.
18. Participate in continuing educational opportunities, which promote personal and professional growth.
19. Perform other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Information exchanges often involve complex issues in which the parties involved may have different objectives. Incumbent must be able to present complex information in a persuasive or compelling fashion. Must be able to maintain a professional demeanor and poise in situations requiring tactful and appropriate use of authority. Effective exchanges may require motivating, directing, or otherwise exerting control or influence on another. Such exchanges may have a substantial impact on the client, family, and community.
2. **External:** Heavy, frequent contact with outreach services, schools, agencies, and other social service agencies. Frequent contact with children, families, individuals, couples, and groups.

**F. SUPERVISORY RESPONSIBILITIES:** Clinical supervision and clinical collaboration with CCS Service facilitators.

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from CCS Administrator and Human Services Team.

**H. EDUCATION:** Master's Degree in Social Work or related field is required. Currently be a licensed independent clinical social worker which shall meet the qualifications established in WI ch. 457, Stats., and be licensed by the examining board of social workers, marriage and family therapists and professional counselors with 3000 hours of supervised clinical experience where the majority of clients are children or adults with mental disorders or substance-use disorders

**I. EXPERIENCE:** Five (5) years of experience as a social worker with children and families, mental health, or aging and disability services in a public or private social service agency. Three years of prior supervisory experience is required. Two years of prior CCS supervisory experience is required. Extensive knowledge of behavioral health needs for clients involved with child welfare,

juvenile justice, probation/parole, and/or aging and disability. Knowledge and experience working with Native American communities, culture, customs and cultural law

**SKILLS**: Excellent oral and written communication skills; ability to administer State of Wisconsin DHS Functional Screens, perform comprehensive client assessments, and create measureable service plans and crisis plans. Will have strong working knowledge of the alcohol and drug addiction and how it affects Native people; must have ability to work and communicate frankly and effectively with children, youth, adults, families, and all team members to implement problem solving strategies, understand issues, and to provide crisis services in an ethical, respectful, responsible manner. Demonstrated cultural competency with Native American community and ability to work with individuals from diverse economic backgrounds in a respectful manner.

**H. WORKING ENVIRONMENT:**

1. **Work Conditions:** Work may be in doors in a controlled climate area or may require outreach in the family's setting. Hours vary and are based off of agency's needs; with occasional work on holidays and weekends. Must be able to provide consultation to staff when emergencies arise within 1 business day.
2. **Exposure to Hazards:** Moderate threat of personal danger or risk
3. **Physical Requirements:** Requires standing, sitting, walking, bending, and some light lifting.

**I. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the CCS Service Facilitator 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 will be subject to disciplinary action.

**J. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Willingness and ability to travel and work flexible hours including evening hours, also have a valid Wisconsin driver's license and liability insurance. 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.

**K. SIGNATURE:**

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| **Tribal Administrator** | **Date** | **HR Director** | **Date** |