



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** ICW Ongoing Case Manager  
**SUPERVISOR:** Family Services Manager  
**LOCATION:** Family Services Department  
**POST DATE:** January 16, 2020  
**CLOSING DATE:** Open until Filled

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**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. This includes monitoring and facilitating services for medical, educational, emotional/mental health, social and AODA needs, ensuring that the child's basic physical needs are met wherever the child is living, and that no disruptions in services, medication management, or safety come about as a result of changes in placement.

**Qualifications:** A high school education or equivalent is required. A degree in the human services field, or in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice is required. Must possess a valid Driver's License, liability insurance and reliable transportation.

**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 located via website [www.ldftribe.com](http://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](mailto: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:** Ongoing Case Manager

**B. DEPARTMENT:** Family Services Department

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

**D. DESCRIPTION OF DUTIES:** 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. This includes monitoring and facilitating services for medical, educational, emotional/mental health, social and AODA needs, ensuring that the child's basic physical needs are met wherever the child is living, and that no disruptions in services, medication management, or safety come about as a result of changes in placement. Specific responsibilities include, but are not limited to the following:

1. Maintain confidential record keeping system and report forms in accordance with program guidelines; strict client confidentiality is to be maintained at all times.
2. Assist with investigations, with Vilas County or other ICW staff.
3. Make referrals to other agencies and share information if their assistance is needed or desired, in accordance with confidentiality policies and laws.
4. Investigate and complete court reports and recommendations in regard to child custody proceedings, if directed to do so by the Tribal Court.
5. 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.
6. Develop and maintain cooperative and professional relationships within Tribal programs and other agencies and programs within the State.
7. 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.
8. 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.
9. 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.

10. Receive disciplinary, attendance and grade reports from schools on court-ordered clients.
11. Attend program related and mandatory meetings and participate in training and professional development activities.
12. Support the use of Native American cultural and spiritual activities within the program.
13. Complete all necessary record keeping including program reports.
14. Provide coverage for emergencies that arise during non-working hours. Individuals must be available to provide weekend ICW on call coverage on a scheduled basis.
15. Other duties assigned by Supervisor.

**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. SUPERVISORY RESPONSIBILITIES:** None

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

**H. EDUCATION:** A high school education or equivalent is required. A degree in the human services field, OR in lieu of a degree, two years equivalent educational, training or work experience in the social/behavioral sciences and/or criminal justice is required.

**I. EXPERIENCE:**

1. Entry level with willingness and ability to learn and received training in the field of Human Services.
2. Knowledge of child development and family systems and child abuse/ neglect investigations would be beneficial.
3. 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 extensive written reports required by the job.
2. Must be able to handle multiple tasks simultaneously, and be able to prioritize assigned workloads according to the situation at hand.
3. Must possess keyboarding and some personal computer skills.
4. This individual must possess strong customer-service skills and the ability to respond to difficult situations in a professional and respectful manner.
5. Have access to a working vehicle, a valid driver's license and minimum auto liability insurance.

**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. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Ongoing Case Manager 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:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must attend all mandatory meetings and participate in all trainings. Must be able and willing to travel and flexible work hours. 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:**

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**Employee**

**Date**

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**Manager**

**Date**