



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## INDIAN CHILD WELFARE CASE MANAGER

### *Position Description*

<b>Opens: October 6, 2020</b> <b>Closes: October 13, 2020</b>			
<b>Department:</b>	Human Services	<b>Reports to (title):</b>	ICW and Victim Services Supervisor
<b>Job Code:</b>	N-13	<b>Job Location:</b>	Bois Forte Human Services - Nett Lake, MN
<b>Pay Range:</b>	Min: \$20.25 Mid: \$25.31 Max: \$30.37	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	01/03/2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The ICW Case Manager is responsible for Indian Child Welfare case planning, maintaining case files, coordinating with outside agencies, monitoring that status of cases and similar activities for Indian Child Welfare cases, assisting with program resources to best service Indian families, preparing court reports, and submitting targeted case management billing.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provides direct services to the children and families identified in need of early intervention.
2. Provides families of children in need of direct services with ideas and recommendations on how they can work every day with their child to assist them.
3. Provides services to children and adolescents with medium to high complex needs. Children with these needs include those who are, or who have experienced a combination of mental illness, the abuse of drugs/ alcohol, domestic and family violence, child sexual assault and other issues.
4. Coordinates and submits billings for targeted case management.
5. Arranges transportation of families to services when needed.
6. Presents ongoing communication, as needed, between all services providers and family/child.
7. Maintains, coordinates, documents, and monitors the Indian Child Welfare client files.
8. Develops, completes and regularly reviews a written individual case plan based on the assessment of direct services needed by children and families.

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9. Contacts and communicates with the clients, the client's family, legal representative, substitute care provider, service providers or other relevant persons identified as necessary for the development or implementation of the goals of the individual case plan.
10. Provides transportation as needed for clients.
11. Participates in home and supervised Indian Child Welfare program visits.
12. Adheres to the requirements of a mandated reporter; submits reports and reports child abuse in accordance with state, federal and tribal mandated reporting law requirements.
13. Coordinates referrals for the provision of services for the recipient with appropriate services providers.
14. Writes letters, case plans, and other correspondence, as needed for Indian Child Welfare matters.
15. Communicates and works closely with the Indian Child Welfare Supervisor, other Agencies, and Case Managers by relaying critical information and coordinating duties.
16. Provides crisis intervention in emergency situations, to include working on-calls for assigned weekends.
17. Maintains effective professional and public relations within the community and services agencies.
18. Documents all phone calls and contacts.
19. Completes monthly reports for Indian Child Welfare Supervisor.
20. Attends trainings, meetings, and Tribal and District Court hearings as needed.
21. Meets with the Indian Child Welfare Supervisor on a regular basis to provide case load activities, trainings, events, etc.
22. Complies with the Indian Child Welfare Act, MN Indian Family Preservation Act, Tribal State Agreement, Bois Forte Children's Code, State Codes/Laws and Foster Care Standards.
23. Performs other job duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Four years of experience in Child Protection/Indian Child Welfare</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor's Degree in Social Work</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• A valid driver's license, reliable transportation, and valid insurance and be insurable under the RTC Automobile Policy</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of techniques of interviewing and information collection practices, methods of obtaining information regarding financial backgrounds and program eligibility.</li><li>• Ability to comprehend statutes, court decisions, departmental regulations and programs available to qualified applicants.</li><li>• Ability to adequately interview applicants to obtain all information necessary to determine services needed.</li><li>• Strong communication skills, both verbal and written; ability to write and speak clearly, concisely and accurately.</li><li>• Ability to understand and interpret complex Federal, State and Tribal laws and rules, case law and regulations, court and administrative procedures.</li><li>• Knowledge of the principles and practices of case management.</li><li>• Skills in investigative techniques related to establishing and enforcing court orders.</li><li>• Ability to multi-task and have strong organizational and crisis solving skills.</li><li>• Ability to work with minimal supervision.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.</li></ul> |

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- Knowledge of State Codes for children in need of protective services.
- Ability to have a flexible schedule.
- Ability to have independent judgement regarding priority of work and interventions in emergency situations.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

### **WORK ENVIRONMENT**

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### **OTHER**

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [sbenner@boisforte-nsn.gov](mailto:sbenner@boisforte-nsn.gov). Applications received after the closing date will not be accepted.**