



# Bois Forte Band of Chippewa

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

## FAMILY SUPPORT COORDINATOR

### *Position Description*

| <b>Opens: November 3, 2021</b><br><b>Closes : November 17, 2021</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<br>Nett Lake, MN |
| <b>Pay Range:</b>   | Negotiable     | <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 Family Support Coordinator is responsible for comprehensive family assessments, emergency services, advocacy, parent education, support groups, basic needs assistance, and referrals for other services. The incumbent services may be provided in family homes, the office, and/or other community locations.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Creates service plans in conjunction with family goals.
2. Coordinates weekly face-to-face intervention with participants to include all family members when possible.
3. Provides supportive counseling to include parent support, child development, and behavior modification.
4. Provides assistance in applying for Health and Human Service programs (i.e., housing, substance/alcohol abuse, employment, child care, food/nutrition, etc.)
5. Administers a women’s support group within the community.
6. Advocates for family when appropriate.
7. Arranges transportation of families to services when needed.
8. Documents all direct and indirect services provided to families (i.e., food, clothing, and financial assistance); provides budgeting assistance as it relates to the plan.
9. Provides transportation as needed for clients.
10. Develops, completes, and regularly reviews the written individual case plan based on the assessment and provides a written outcome of the services provided to the family.

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11. Provides intensive prevention and early intervention services for children and adolescents who have been identified as high risk of child abuse and neglect, as well as provide services to their families.
12. Counseling in specialized areas and in instances where a statutory child protection response is not appropriate, but where significant support is required for the children, adolescents, and the family.
13. Provides services to children, adolescents and families with medium to high complex needs. Families 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 that impact their ability to protect their children and young people from abuse and neglect.
14. Provides in-home parenting guidance on topics such as parenting skills, improving family problem solving, promoting healthy behaviors during pregnancy, leaving children home alone, child personal safety and effects of domestic abuse.
15. Visits clients' homes to assess the risk to children for abuse/neglect, plan for child safety, and strengthen families so they can function without child protection intervention.
16. Makes referrals or link families to other resources in the community.
17. Discusses matters of human sexuality and sexual exploitation of children in a direct and objective manner.
18. Works as part of a multi-disciplinary team, which involves helping situations relating to other case managers assignments, as well as following the directions of the courts and agencies.
19. Assists applicants through Bois Forte foster care licensing process, schedules required training sessions for foster care parents, and assists the needs of foster parents during the placement process of foster children.
20. Participates in client home visits and supervised Indian Child Welfare program visits.
21. Completes monthly reports and submits vendor slips to the County.
22. Completes a written relative search for Bois Forte Families, and completes a written social and medical history for children in foster care.
23. Meets with the Indian Child Welfare Supervisor on a regular basis to keep aware of caseloads, activities progress, trainings, events, etc.
24. Complies with the requirements of a mandated reporter, submits reports and reports child abuse in accordance with Federal, State and Tribal-mandated reporting law requirements.
25. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

- |  |  |
|--|--|
| Experience:  | <ul style="list-style-type: none"><li>• Four years' experience in human services, social services or a related field</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in human services, social services or a related field</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must have a valid driver's license, reliable transportation, and current valid auto insurance and be insurable under the RTC automobile insurance policy.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to speak to groups and individuals in a variety of settings.</li><li>• Knowledge of Bois Forte Reservation and its people, culture and customs.</li><li>• Effective verbal and written communication skills.</li><li>• Ability to respond calmly to crisis and chaos; experience and knowledge in providing crisis intervention.</li><li>• Resourceful, with strong problem-solving skills.</li><li>• Required to comply with mandated reporting requirements, including maintaining strict client confidentiality, complying with the provisions of the Data Privacy Act, and conforming to HIPAA regulations.</li><li>• Possession of personal and professional self-care skills.</li><li>• Ability to have a flexible schedule.</li></ul> |

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- Reliable, responsible, organized and self-motivated.
- Ability to write grant contract, submit vendor slips, and meet the goals of the grant contract.
- Knowledge of the Indian Child Welfare Act, MN Indian Family Preservation Act, Tribal State Agreement, Bois Forte Children’s Code, Foster Care Standards.
- 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.
- 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**

- Bachelor’s degree in human services, social services or a related field

### **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 wide variety of people on various 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**

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|                           |  |
|---------------------------|--|
| 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.  |
| 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 Generalist, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) . Applications received after the closing date will not be accepted.**