



# Bois Forte Band of Chippewa

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

## FAMILY SUPPORT COORDINATOR (2 POSITIONS)

### *Position Description*

| Opens: July 24, 2025<br>Closes: August 22, 2025 |   |                            |  |
|---|---|----------------------------|--|
| <b>Department:</b>                              | Health & Human Services   | <b>Reports to (title):</b> | Indian Child Welfare/Victim Services Manager     |
| <b>Job Code:</b>                                | N-11 (Grade I)<br>N-12 (Grade II)<br>N-13 (Grade III)<br>Depending on Qualifications                                    | <b>Job Location:</b>       | Bois Forte Family Health Services- Nett Lake, MN |
| <b>Pay Range:</b>                               | Min 18.04 Mid: \$22.55 Max: \$27.07<br>Min: \$19.13 Mid: \$23.91 Max: \$28.69<br>Min: \$20.27 Mid: \$25.34 Max: \$30.41 | <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>     | 10/23/2024                                       |
| <b>Indian Child Protection Background:</b>      | Yes   | <b>Revised Date:</b>       | 10/23/2024                                       |
| <b>Telework:</b>                                | No  |                            |  |
| 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.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Family Support Coordinator provides services to enhance the well-being of children and families through improving parenting skills, program assessment and case management services. The Family Support Coordinator is responsible for comprehensive family assessments, emergency services, advocacy, parent education, support groups, basic needs assistance, supervised visits, and referrals for other services. The services may be provided in family homes, the office, and/or other community locations.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide comprehensive outreach service, direct client assistance, on-site service, and home visits.
2. Provide program service which promotes positive youth, families, and community development.
3. Assist client in applying for Health and Human Service programs (i.e., housing, employment, childcare, food/nutrition, etc.).
4. Administer and coordinate support groups, educational series to benefit clients, their families, and the community.
5. Enter daily clinical documentation and all required billing practices in accordance with the agency grant agreement.

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6. Complete form and data entry for case management: weekly progress/encounter notes, billing encounters, monthly progress reports, and review file records (paper and electronic).
  7. Provide and/or arrange transportation as needed for clients/family.
  8. Develop, complete, and regularly review the written individual case plan based on the assessment and provide a written outcome of the services provided to the family.
  9. Provide 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 providing services to their families.
  10. Advocate 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.
  11. Provide services to children, adolescents, and families with needs that 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.
  12. Provide 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.
  13. Coordinate (supervise when needed) a family visitation plan; assist in making parents feel comfortable during parenting time for family.
  14. Visit client's home to assess the risk to children for abuse/neglect, plan for child safety, and strengthen families so they can function without child protection intervention.
  15. Coordinate referrals for the provision of services for the clients/family with appropriate service providers.
  16. Discuss matters of human sexuality and sexual exploitation of children in a direct and objective manner.
  17. Work as part of a multi-disciplinary team, which involves helping in situations relating to other case managers' assignments, as well as following the directions of the courts and agencies.
  18. Assist applicants through Bois Forte foster care licensing process, schedules required training sessions for foster care parent, recruitment and retention efforts, and assist the needs of foster parents during the placement process of foster children.
  19. Provide family and kinship services to identify relative placement for children, supports family preservation, including foster care placement and permanent planning when necessary.
  20. Maintain professionalism when attending meetings and training.
  21. Perform clerical and administrative functions such as drafting correspondence, organizing and maintaining paper files, providing information to callers or visitors, arranging scheduling for meetings and training, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
  22. Shall maintain a minimum of 20 hours per year of training pertaining to job duties.
  23. Write letters and memos, enter daily information into databases, retrieves information as needed, and other correspondences.
  24. Organize and maintain files, records, manuals, policies, procedures, and other documents.
  25. Complete a written relative search for Bois Forte Families and complete a written social and medical history for children in foster care.
  26. Complete monthly/quarterly reports for grant goals, and submit vendor slips to the County.
  27. Adhere to the Bois Forte Children's Code, Indian Child Welfare Act, MN Indian Family Preservation Act, Tribal State Agreement, State Statutes, and Foster Care and Adoption Standards.
  28. Adhere to the Tribal Codes, State Laws, Regulations and Policies and Procedures that are applicable to the program/services which are being provided.
  29. Communicate with and work closely with the Indian Child Welfare/Victim Service Manager, other agencies, and relay critical information, case consult, and coordinate duties. Participate in goal setting for Bois Forte functions and teamwork with other staff members.
  30. Strictly adhere to the Data Privacy Act, HIPAA regulations and policies and procedures of the program.
  31. Maintain a clean and safe work environment.
  32. Must have a reliable vehicle and be able to travel to multiple locations throughout Minnesota, which is a necessary component of the job position.
  33. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

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34. Perform other duties as assigned, specific to the assigned department.

### MINIMUM MANDATORY QUALIFICATIONS

Experience:

#### GRADE I

- One (1) year of experience with social services or related field.

#### GRADE II

- Two (2) years of experience in social work or related field.

#### GRADE III

- More than two (2) years of experience in social work or related field.

Education:

#### GRADE I

- High School Diploma, or General Education (GED) required.

#### GRADE II

- Associate degree in human services, social work, Psychology, or related field.

#### GRADE III

- Bachelor's degree in social sciences, e.g., Social Work, Psychology, Human Services, Criminal Justice, Chemical Dependency, Sociology.

License/Certification:

- Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.

Mandatory Knowledge,  
Skills, Abilities and  
Other Qualifications:

- Knowledge of direct program services involving current standards in health care, child welfare behavioral health, substance use, victim services, housing, elder and vulnerable adult, education, and community referrals, to provide, advocacy and enhance client function and access to identify community resources.
- Knowledge of providing clients with quality standard of service, equivalent of client satisfaction, and supportive services.
- Knowledge of human development and family dynamics, impact of trauma, culture, and disorders.
- Knowledge of and ability to strictly adhere to the Data Privacy Act, HIPAA regulations and policies and procedures of the program.
- Strong work ethic, maintain proper attendance, be dependable and on time, work flexible. schedule and be able to follow and adhere to applicable policies.
- Effective listening skills and ability to give full attention to what other people are saying, taking time to understand points being made.
- Good communication skills, and ability to deliver information effectively, speak clearly, ask questions as appropriate, and not interrupt.
- Documentation skills for reading, writing, understanding, documentation, accuracy preparing reports, correspondence and researching.
- Strong self-motivation skills, adaptability to changes and ability to work independently, as well as with others and accept supervision.
- Strong organizational skills, maintaining clean office area, filing, compiling information, maintaining records, and prioritizing issues.
- Skills and operating office equipment such as computers, facsimile, copier, scanners, and telephone.
- Ability to work with diverse clients, coworkers, and individuals with disabilities.
- Ability to multitask with frequent interruptions and manage projects with varying deadlines.
- Ability to learn from training and apply to work performed.
- Ability to maintain documents, track referrals and enter electronic data accurately and promptly in the software system.
- Ability to provide excellent customer service, work as a team member, and work cooperatively with other agencies.

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- Ability to handle crisis situations and interventions, respond and function in highly stressful, or difficult situations and/or individuals, to deescalate individual/families in an uncooperative situation.
- Ability to assess immediate area and safety, what constitutes an intake assessment, what justifies an assessment, culture, evaluate the family strengths and needs, and coordinating services.
- Ability to do case safety planning, recognize treatment, assist in family needs, court reports, referrals, and case monitor.
- Ability to comprehend tribal, state, and federal laws, legal codes, court proceedings, licensing standards, government regulations, executive court orders., agency policies and procedures, and ethics.
- Ability to be a mandated reporter, write/submit reports, and report child maltreatment in accordance with the tribal, state, and federal mandated reporting requirements.
- Ability to organize, facilitate, and conduct meetings, attend team meetings, present ideas, and information.
- Ability to experience infrequent periods of moderate high stress levels while working with families.
- Ability to maintain self-care, be self-aware, and be self-regulate, be able to ask for assistance when experiencing secondary trauma.
- Ability to communicate directly with supervisor to ensure program and organization are represented in a professional manner.

### PREFERRED QUALIFICATIONS

- None.

### 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. . Work in an extremely stressful environment where there are considerable mental and emotional demands. The type of situations that may be encountered, particularly with children, may involve causing emotional stress and secondary trauma. There are many times when placed in a situation where own life may be threatened as well as life threatening situations of others.  |

### 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

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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 complete 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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) . Applications received after the closing date will not be accepted.