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

Opens: October 22, 2026 Closes: December 31, 2026, or Until Filled, whichever comes first			
Department:	Health & Human Services	**Reports to (title):**	Indian Child Welfare/Victim Services Manger
Job Code:	N-11 (Grade I) N-12 (Grade II) N-13 (Grade III) Depending on Qualifications	**Job Location:**	Bois Forte Family Health Services- Nett Lake, MN
Pay Range:	Min $19.11 Mid: $23.89 Max: $28.67 Min: $20.26 Mid: $25.33 Max: $30.39 Min: $21.47 Mid: $26.84 Max: $32.21	**Supervises:**	None
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full Time	**Effective Date:**	10/01/2025
Indian Child Protection Background:	Yes	**Revised Date:**	10/01/2025
Telecommute:	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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Indian Child Welfare (ICW) Case Manager will coordinate and provide comprehensive services regarding Child Protection, Family Preservation, Foster Care, and Juvenile services. ICW Case Manager provides services through intake referrals, assessment, investigation, case management, and service referrals. ICW Case Manager is responsible for case plan assessment and development for low to high-risk child specific situations, coordinates referrals, maintaining case files, billing, and data entry. Assist with program resources to best serve Indian families to maintain child safely in the home and/or family stabilization. ICW Case Manager works on behalf of the tribe, for families involved in tribal, state and county child welfare system.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide services to children and adolescents with low 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.

2. Meet with parents, children, family members, kinship, and foster care providers to develop affiliation, and support all levels of the family dynamic with an emphasis on preservation and reunification.
3. Accept intake referrals, assessment of needs, assist with forensic interview, gather information, collaborates with other professionals.
4. Develop an intake safety case plan, provide crises intervention in emergency situations, which supports family preservation and natural support.
5. Develop, complete, and regularly review a written individual case plan based on the assessment of direct services needed by children and family.
6. Follow the Child Welfare Target Case Management guidelines for assessment, visitation, family preservation, foster care, and clinical documentation all correspondence.
7. Create and participate with in-home visitation to monitor the client/family safety case plan, and other family centered work that supports native family presentation.
8. Enter daily clinical documentation and all required billing practices in accordance with Child Welfare Targeted Case Management and reimbursement activities under Title IV-E (Training will be provided).
9. Complete all forms and data entry for case management: weekly progress/encounter notes, billing encounters, monthly progress reports, and file reviews records (paper and electronic).
10. Provide and/or arrange transportation as needed for clients/family.
11. Maintain effective professional public relations within the community and services agencies.
12. Present ongoing communication with clients and make referrals to other agencies when needed.
13. Positively interact with clients, families, individuals, organizations, and system partners to further develop cooperative and collaborative efforts in responding to client/family needs.
14. Monitor and assess progress with chemical substances, mental health services, parenting sessions, medical requirements, and education.
15. Coordinate (supervise when needed) a family visitation plan; assists in making parents feel comfortable during parenting time for family.
16. Coordinate referral for the provision of services for the client/family with appropriate services providers.
12. Work collaboratively with court and utilize the authority of the courts and law enforcement to provide protective service to clients/family through the interpretation, planning, implementation, and monitoring of court orders issued.
13. Prepare court petitions and clinical documentation court reports.
14. Testify in tribal and district court hearings, and if qualified provide Expert Testimony.
15. Provide family and kinship service to identify relative placements for children, supports family preservation, including foster care placement and permanent planning placement when necessary.
16. Adhere to active efforts include but are not limited to supportive services, program financial support, transportation, client/family visitation plan, communication support, scheduling, arranging services, gathering release of information, home visiting, and childcare.
17. Maintain professionalism when attending meetings and training.
18. 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.
19. Maintain a minimum of 20 hours per year of training pertaining to job duties.
20. Communicate and work closely with the Indian Child Welfare Manager, other agencies, relaying critical information, case consulting and coordinating duties.
21. Write letters, memos, enter daily information into databases, retrieves information as needed, and other correspondences.
22. Organize and maintain files, records, manuals, policies, procedures, and other documents.
23. Complete monthly and quarterly reports for grant goals and services provided.
24. 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.
25. Adhere to the tribal codes, state laws, regulations, policies, and procedures that are applicable to the program/services which are being provided.
26. Working after hours and on-call hours may be scheduled to coordinate the status of client/family, manage emergency and crisis situations.

27. Participate in goal setting for Bois Forte functions and teamwork with other staff members.
28. Strictly adhere to the Data Privacy Act, HIPAA regulations, policies, and procedures of the program.
29. Individual will use agency vehicles.
30. Maintain a clean and safe work environment.
31. Must have reliable vehicle and be able to travel to multiple locations throughout Minnesota, that are a necessary component of the job position.
32. 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.
33. Perform other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	**GRADE I** • Four (4) years of experience in 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). Or Three (3) years of related experience in a related field. **GRADE II** • Associate Arts degree in human services in Social Work, Psychology, Criminal Justice 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 Minnesota 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 functioning and access to identified community resources. • Knowledge of providing clients with quality standards of services, evaluation of client satisfaction, and supportive services. • Knowledge of human development and behavior, family dynamics, impact of trauma, culture, and disorders. • Knowledge of computer software applications, internet, email, drafting documents, data management and tracking. • Knowledge of and ability to strictly adhere to the Data Privacy Act, HIPAA regulations, 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. • Ability to listen effectively, 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, and speak clearly, ask questions as appropriate, and not interrupt. • Documentation skills for writing, understanding, documenting, accuracy, and preparing reports, correspondence, and researching.

- Strong self-motivation skills.
- Adaptable to changes and able to work independently, as well as with others and accept supervision.
- Strong organizational skills, maintain clean office area, filing, compiling information, maintaining records, and prioritizing issues.
- Skill in operation of office equipment such as computers, facsimiles, copiers, scanners, and telephone.
- Ability to work with diverse clients, co-workers, and individuals with disabilities.
- Ability to multi-task 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.
- Ability to provide excellent customer service, work as a team member, and work cooperatively with other agencies.
- Ability to handle crisis situations and intervene, respond and function in highly stressful, or difficult situations and/or individuals, to deescalate individuals/families in uncooperative situations.
- Ability to assess immediate areas and safety, what constitutes intake assessment, what justifies an assessment, culture, evaluation of family strengths and needs, coordinating services.
- Ability to do case safety planning, recognize treatment, assist family needs, court report, referrals, and case monitor.
- Ability to comprehend Tribal, State and Federal laws, legal codes, court procedures, 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 law requirements.
- Ability to organize, facilitate, and conduct meetings, attend team meetings, present ideas, and information.
- Ability to experience infrequent periods of moderate to high stress levels while working with families.
- Ability to maintain self-care, be self-aware, and self-regulate, be able to ask for assistance when experiencing emotional stress or secondary work trauma.
- Ability to communicate directly with Supervisor to ensure program and organization is 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 wider variety of people on various and, at times, complicated 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 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.
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/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.