



# Bois Forte Band of Chippewa

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

## ADULT SERVICES SPECIALIST

### Position Description

<b>Opens: February 27, 2026</b> <b>Closes: March 13, 2026</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Community Health Programs Manager
<b>Job Code:</b>	E-16	<b>Job Location:</b>	Bois Forte Reservation Service Area
<b>Pay Range:</b>	Min: \$69,576.00 (\$33.45) Mid: \$86,964.80 (\$41.81) Max: \$104,353.60 (\$50.17)	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	10/01/2025
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	10/01/2025
<b>Telecommute:</b>	May be possible up to 40%		

### 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 Adult Services Specialist is responsible for case management of Elders and people with disabilities who live on or near the Bois Forte Reservation. This may include conducting assessments, creating, and reviewing care plans, and coordinating services with individuals served and the Band/County interdisciplinary team. Connecting individuals served with community resources and ensuring coordination and documents meet lead agencies and Band program guidelines. Create & Execute programs for elders and disabled members, such as MN choice assessments & Adult Protection.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Communicate with internal and external sources to ensure orderly and safe provision of services.
2. Conduct interviews/assessments, formulate service eligibility.
3. Development & periodic re-evaluation of community services and support plans.
4. Provide referrals to outside resources to assist in recovery from mental or physical illness.
5. Instruct, treat, observe, assess, and evaluate clients’ concerns that affect their health.
6. Observe, report, and record changes in client condition as appropriate.
7. Instruct clients and families in coping with social and emotional response connected with their situations and provide ongoing assessment and intervention.
8. Advocate for the needs of the client and their family.
9. Coordinate services provided to clients with services offered by the “Band” and services offered off the Reservation.

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10. Conducting assessments and creating and reviewing care plans.
11. Monitors service delivery and ensure the health and safety needs of each person are being met.
12. Develop and oversee compliance and program activities, including client case file documentation and referrals.
13. Develop, implement and evaluate policies and goals for State & Federally funded elder and disabled programs.
14. Coordinate service contracts for health and wellness programs with external agencies in communities where band members reside.
15. Development and implementation of vulnerable and elder protection codes and processes.
16. Complete Adult Protection investigations and assessments.
17. Direct and provide case management and safety planning for elderly and vulnerable adults.
18. Represents program in internal and external wellness events and activities to inform the community and elicit support.
19. Grant management, including looking for funding, applying for grants, budgeting and reporting.
20. 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.
21. Other duties as assigned

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Must have at least two (2) years full-time social service experience in the education or treatment of persons from vulnerable populations.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor's degree in social work, or Registered Nurse, or Public Health Nurse.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Hold a current license social work (LSW) and be in good standing accordance with the State of Minnesota Board of Social Work OR have a current Registered Nurse or Public Health Nurse license and be in good standing with the State of Minnesota Board of Nursing.</li><li>• Must be certified as a MNCHOICES Assessor or obtain certification within four (4) months of hire.</li><li>• Current BLS certification.</li><li>• Must possess a valid driver's license and proof of auto insurance.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of and ability to follow and apply policies and procedures of the Band, State and Federal laws relating to scope of practice.</li><li>• Knowledge and ability to follow Universal Precautions.</li><li>• Knowledge of and ability to adhere to HIPAA regulations.</li><li>• Knowledge and skill in using a systemic approach to care that includes assessment, diagnosis, planning, intervention, consultation, and referral.</li><li>• Knowledge of human systems, human behavior, and alternative practices.</li><li>• Knowledge and skill in time management, problem solving, prioritizing, organization, and crisis intervention.</li><li>• Knowledge of MA, Medicare, and MN Healthcare programs.</li><li>• Knowledge of community resources and providers.</li><li>• Ability and knowledge to utilize strong, oral, written, and interpersonal communication skills.</li><li>• Ability to work cooperatively within a group to make the group successful, effective, and efficient.</li><li>• Ability to work effectively in a culturally diverse environment.</li><li>• Ability to learn, interpret, and apply codes, policies, procedures, and other written materials.</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 using available training and help desk.</li><li>• Knowledge of Microsoft office Suite (Word, excel, etc), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li></ul> |

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- A record of satisfactory performance in all prior of current employment as evidenced by positive employment references from previous or current employers.
- Driver's license, reliable vehicle you can use for work purposes, acceptable driving record.
- Willing to drive own vehicle to perform job duties.

### PREFERRED QUALIFICATIONS

- Hold a current LICSW, License in Clinical Social Work.
- Experience in CADI, BI, and EW waivers.
- Bilingual skills in English and Ojibwe language preferred.

### 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.
- 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 40 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.
- 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.

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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](http://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](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.