

# COMMUNITY SERVICE SUPERVISOR

On-Call positions only

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- Copy of valid Michigan Driver's License
- Minimum of 3 Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services (formerly Michigan Family Independence Agency)
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
Phone: 906-353-6623  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** March 19, 2015

**Closing Date:** Open Continuous

## POSITION ANNOUNCEMENT

**POSITION:** **COMMUNITY SERVICE SUPERVISOR**  
On-Call positions only

**LOCATION:** Tribal Social Services

**SUPERVISORY CONTROL:** Juvenile Justice/Senior Caseworker

**SALARY:** Grade 5 (minimum starting wage = \$12.43/hour)

### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- Be at least 18 years of age.
- Must have good communication skills, be courteous, friendly, and work well with people.
- Experience working with adolescents preferred.
- Must have good written communication skills.
- Must be able to follow oral and written directions.
- Must have ability to work independently.
- Must maintain strict confidentiality.
- Possess a valid driver's license; vehicle; vehicle insurance; good driving record. Must also be insurable to operate fleet vehicles.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
  - Crimes of violence
  - Sexual assault
  - Molestation
  - Exploitation
  - Contact with or prostitution
  - Crimes against persons
  - Offenses committed against children
  - Child abuse or neglect
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will be given to qualified Veterans (need DD214).

### **DUTIES AND RESPONSIBILITIES:**

- Supervision of community service projects.
- Supervision of youth completing community service.
- Must complete Regional Detention Support Services (RDSS) training.
- Must complete life skills training.
- Provide minimal youth and/or family support, i.e. teaching life skills.
- Coordination of services with Tribal Social Services or other agency/departmental staff.
- Transport clients as needed.
- Occasional errands out of the office.
- Maintain strict confidentiality.
- Attend training as necessary.
- Participate in program development for the Tribal Social Services Department.
- Perform all other duties as assigned by supervisor.

*This position summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

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