

# KEWEENAW BAY INDIAN COMMUNITY

## 2017 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
RODNEY LOONSFOOT  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, JR.  
ELIZABETH D. MAYO

## **FAMILY AIDE**

**Part-time, Non-Exempt Position**

***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'
- Cover Letter
- Minimum of 3 Letters of Recommendation
- Copy of valid state Driver's License
- Copy of valid vehicle insurance
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- 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  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
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**Distribution Date:** November 13, 2017

**Closing Date:** November 27, 2017 at 4:00pm or Until Filled

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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## POSITION DESCRIPTION

**POSITION:**

**FAMILY AIDE**

Part-time, Non-exempt position

**LOCATION:**

Tribal Social Services

**SUPERVISORY CONTROL:**

Director of Social Services

**SALARY:**

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

**QUALIFICATIONS:**

- Must possess a High School Diploma or equivalent.
- Must be at least 21 years of age.
- Must have at least one (1) year full-time work experience providing services to families.
- Must have good communication skills, be courteous, friendly, and work well with people.
- Must have good written communication skills.
- Must be able to follow oral and written directions.
- Must have the ability to work independently.
- Must maintain strict confidentiality.
- Must be able to work flexible hours, including nights and weekends.
- Must possess a valid, unrestricted state driver's license; reliable vehicle; valid vehicle insurance; and a good driving record. Must also be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- 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 who do not have bad conduct or dishonorable discharges (need DD214).

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**DUTIES AND RESPONSIBILITIES:**

1. Coordinates services with Tribal Social Services or other agency/departmental staff.
2. Supervises parental visitations with children.
3. Provide minimal support services to clients (i.e. teaching life skills, parenting skills, etc.).
4. Provides transportation to clients, as needed.
5. Provides written reports/progress notes to caseworker.
6. May run occasional errands out of the office.
7. Must complete life skills training and Mandated Reporter training. May be required to attend additional training as directed by supervisor.
8. May participate in program development for the Tribal Social Services Department as requested by supervisor.
9. 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.*

**Distribution Date:** November 13, 2017

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**Qualifications Sheet**

APPLICANT NAME: \_\_\_\_\_

POSITION: **FAMILY AIDE** \_\_\_\_\_

**Please list your specific experience and knowledge in regards to the following qualifications:**

High School Diploma or Equivalent or equivalent.

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Must be at least 21 years of age.

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Must have at least one (1) year full-time work experience providing services to families.

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Must have good communication skills.

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**Qualifications Sheet**

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