

KEWEENAW BAY INDIAN COMMUNITY

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

2018 TRIBAL COUNCIL

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

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

SOCIAL SERVICES SPECIALIST INTERN

Part-time up to 37 hours/week, 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 three (3) professional Letters of Recommendation
- College transcripts
- Copy of valid, unrestricted state driver's license
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of 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
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: October 12, 2018

Closing Date: October 26, 2018 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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CEO APPROVED

Date

10/11/18

ROBERT "R.D." CURTIS, JR.
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POSTION DESCRIPTION

POSTION:

SOCIAL SERVICES SPECIALIST INTERN

Part-time up to 37 hours/week, Non-Exempt Position

LOCATION:

Tribal Social Services
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Tribal Social Services Director

SALARY:

Grade 4 (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- ◆ Must have High School Diploma or GED.
- ◆ Pursuing a Bachelor's degree in Social Work or Human Services related field (Criminal Justice, Psychology, Sociology, etc.). With credits equivalent to at least 4 full-time semesters.
- ◆ Must have a minimum GPA of 2.00.
- ◆ Must provide proof of GPA, enrollment status and college major.
- ◆ Experience working with families and children preferred.
- ◆ Knowledge of the Native American community.
- ◆ Must possess a valid, unrestricted state Driver's License, reliable vehicle and vehicle insurance, and be insurable to drive KBIC 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 a Pre-Employment Physical.

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will be also given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Supervision of visitations for clients of Tribal Social Services
2. Transport clients as needed.
3. Assist in locating appropriate placement for adults and children, as needed.
4. Consult with other staff members to assist them with services to families.
5. Must be able to work effectively with others for timely job completion.
6. Participate in weekly case consultation and monthly staff meetings.
7. Participate and assist with the coordination, operation and continued development of the Child Protection Team, Multi-Disciplinary Team, and other groups as assigned by the supervisor.
8. Help with orderly filing system for up-to-date case documentation and reports to ensure good case management.
9. Maintain office work in an orderly fashion so that the Tribal Social Service Director and/or co-workers may have access to case information.
10. Assist staff members with Protective Services, Juvenile Justice, Foster Care, and other case work as assigned by supervisor.
11. Participate in program development for the Tribal Social Services Department.
12. Work in a team setting with area Law Enforcement, Tribal Departments, and other agencies.
13. Perform all other duties as assigned by supervisor.
14. Maintains strict confidentiality .

This position announcement 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 similar kind or level difficulty.

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