

KEWEENAW BAY INDIAN COMMUNITY

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

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

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

SOCIAL SERVICES SPECIALIST

One (1) Full-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 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
Hannah Beesley, 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: December 7, 2017

Closing Date: December 21, 2017 at 4:00 pm

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

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POSTION DESCRIPTION

POSTION:

SOCIAL SERVICES SPECIALIST

Full-time, Non-Exempt Position

LOCATION:

Tribal Social Services
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Tribal Social Services Director

SALARY:

Grade 10 (minimum starting wage = \$18.37/hour)

QUALIFICATIONS:

- Bachelors Degree in Social Work or Human Services related field (Criminal Justice, Psychology, Sociology, etc).
- Michigan BSW or MSW license preferred.
- Experience working with families and children preferred.
- Must possess a valid, unrestricted state Driver's License, reliable vehicle and vehicle insurance, and be insurable to drive KBIC vehicles.
- Must be willing to work flexible hours, which will include evenings, weekends, and on-call work.
- 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. Investigate alleged cases of adult and child abuse or neglect for families within the jurisdictional boundaries of the Keweenaw Bay Indian Community: provide treatment plans, interventions, and referrals as needed, for families in cases of substantiated abuse, neglect or abandonment.
2. Prepare investigative reports, petitions, and testimony for the Tribal Court in cases requiring Court intervention, such as substantiated abuse, neglect, or abandonment cases in which a child is in immediate danger, or protective services and other interventions have been unsuccessful (severe risk factors evident).
3. Assist in locating appropriate placement for adults and children, as needed.
4. Consult with other professionals to provide coordinated services to families.
5. Perform forensic interviews, as needed, in cases of alleged child sexual abuse.
6. Participate in weekly case consultation and monthly staff meetings.
7. Participate in as required 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. Participate in Child Welfare Committee meetings.
9. Maintain a secure, orderly filing system with up-to-date case documentation and reports to ensure good case management; maintain and provide required program and statistical reports, including monthly reports.
10. Maintain office work in an orderly fashion so that the Tribal Social Service Director and/or co-workers may have access to case information.
11. Assist with Protective Services, Juvenile Justice, Foster Care, and other case work as assigned by supervisor.
12. Participate in program development for the Tribal Social Services Department.
13. Provide counseling and support services to children, parents and families.
14. Refer children and families to other services if necessary.
15. Place children in foster care, when necessary.
16. Find adoptive homes for children with no identified adult caretakers.
17. Work in a team setting with area Law Enforcement, Tribal Departments, and other agencies.
18. Perform all other duties as assigned by supervisor.

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.

Distribution Date: December 7, 2017

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Qualification Sheet

Name: _____

POSITION: **Social Services Specialist**

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

Bachelor's Degree in Social Work or Human Services related field (Criminal Justice, Psychology, Sociology, etc).

Michigan BSW or MSW license preferred.

Experience working with families and children preferred.

Must possess a valid, unrestricted state driver's license, reliable vehicle and valid vehicle insurance, and be insurable to drive KBIC vehicles.

Must be willing to work flexible hours, which will include evenings and weekends, and on-call work.
