

KEWEENAW BAY INDIAN COMMUNITY

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

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

DIRECTOR OF SOCIAL SERVICES

One (1) Full-time, 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 Michigan driver's license
- KBIC Driving Record Check form
- 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

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION: Director of Social Services
Full-time, Exempt position

LOCATION: Tribal Social Services
111 Beartown Road
Baraga, MI 49908

SUPERVISORY CONTROL: Chief Executive Officer

SALARY: Grade 13 Salary Range \$25.68 - \$31.58/hour
Salary is commensurate with experience

QUALIFICATIONS:

- Master of Social Work (MSW), preferred.
- Bachelor's Degree in Social Work or related Human Services field (Criminal Justice, Psychology, Sociology, etc.); and at least two (2) years of experience in child welfare.
- The ability to obtain Social Worker registration with the State of Michigan is preferred.
- Must have a minimum of one (1) year supervisory experience.
- Experience with Title IV-E funding is preferred.
- Preparation and management experience with multiple budgets.
- Must have a valid, unrestricted Michigan Driver's License; reliable vehicle; current vehicle insurance; and be insurable to operate fleet vehicles.
- Must sign the KBIC Driving Record Check form.
- 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 also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

Provide overall administrative direction for the Social Services Department and provide leadership to ensure the delivery of high-quality, accessible, confidential services to the community.

Provide daily, ongoing supervision of staff in all social service programs including Prevention, Protective Services, Juvenile Justice, Foster Care, and any/all other family support programs.

Conduct supervision with each worker biweekly to review progress on each case, including the safety of children, appropriate living arrangements, and parent progress towards goals.

Ensure backup for programs/families when the primary worker is unavailable.

May provide direct services to families, as needed.

Work with the Multi-Disciplinary Team to secure forensic interviewing of children and ensure child safety in criminal sexual conduct cases.

Ensure 24-hour coverage to the community for emergency protective service situations. Ensure 24-hour tribal social services consultation coverage for the Tribal Police and Michigan Department of Health and Human Services in case of social services emergency.

Provide or assign a worker to provide assessments, treatment planning, and case management, as needed, for out-of-area court cases involving child custody proceedings, excluding disputes between parents, unless specifically requested to intervene. On behalf of the Tribe, respond to State Court notices and follow-up, investigate, and monitor cases for ICWA compliance.

Ensure the strictest confidentiality of families and children utilizing services.

In conjunction with the Social Services Specialists, reviews all case files quarterly, and reviews reports such as home studies, court recommendations, etc. to ensure compliance with federal and tribal guidelines, child placement agency requirements, and Social Services policies.

Complete monthly and annual reports to the Tribal Council and required funding agencies.

Perform administrative duties, including but not limited to: progress reports; statistical reports; program budgeting and financial management; performance evaluations; reporting requirements, writing, submitting, and sustaining direct grant funding; BIA and other grant funding compliance.

Manage fiscal allocations for child placement programming to ensure compliance when authorizing payments.

Report to and maintain involvement with the Child Welfare Committee, as needed.

Create and update internal processes, including data management to better track referrals, case statuses, services provided, and compliance with case management standards, promptness, and funding requirements.

Develop continued strategic planning for the direction of the department.

Review, investigate, and respond to consumer complaints.

Represent the KBIC Social Services department in a professional, effective, and caring manner.

Serve as Coordinator for the Multidisciplinary Team and Child Protection Team, and maintain involvement with these teams.

Serve on various boards to ensure collaboration and networking of outside agencies.

Attend conferences and training, as needed and/or directed by supervisor.

Provide education to the community regarding issues relating to the Social Services Department such as child protection, mandatory reporting, foster parenting, etc.

Perform other duties as assigned by the 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 of similar kind or level difficulty.

Distribution Date: February 24, 2022

Closing Date: March 10, 2022 or Open until filled

TERO Approved: <u>Deborah Picciano</u> Reviewed for barriers only! Date: <u>2.24.2022</u>

Qualification Sheet

NAME: _____

POSITION: **Director of Social Services**

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

Do you possess a Bachelor's Degree in Social Work or related Human Services field (Criminal Justice, Psychology, Sociology, etc.) and at least two (2) years of experience in child welfare? Master of Social Work (MSW) preferred.

Are you able to obtain Social Worker registration with the State of Michigan? is preferred.

Do you have experience with Title IV-E funding? is preferred.

Do you possess a valid, unrestricted Michigan Driver's License; reliable vehicle; current vehicle insurance; and be insurable to operate fleet vehicles. Are you willing to sign the KBIC Driving Record check form?

Do you feel you can obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy?

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical. Are you willing to submit to these requirements?
