

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

LEAD CHILD/ADULT PROTECTION AND PREVENTION SERVICE SPECIALIST

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 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
Personnel Department
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:

LEAD CHILD/ADULT PROTECTION AND PREVENTION SPECIALIST

Full-time, Exempt Position

LOCATION:

Tribal Social Services
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Tribal Social Services Director

SALARY:

Grade 11 (minimum starting wage = \$26.22/hour)

QUALIFICATIONS:

- Master's Degree in Social Work or Human Services related field preferred.

OR

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

- Michigan BSW or MSW license preferred.
- Must have at least one year of full-time experience as a Social Services Specialist **AND** three years of full-time experience providing services to at-risk children and families.
- Must have prior experience supervising subordinate staff.
- Must have completed pre-service training through the State of Michigan's CWTI (Child Welfare Training Institute).
- Must have been trained using the Forensic Interviewing Protocol.
- 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.

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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).

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 or adult neglect, or assault cases.
6. Participate in weekly case consultations and monthly staff meetings.
7. Participate 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. Provide counseling and support services to children, parents, and families.
12. Refer children and families to other services, if necessary.
13. Place children in foster care, when necessary.
14. Find safe homes for children with no identified adult caretakers.
15. Work in a team setting with area Law Enforcement, Tribal Departments, and other agencies.
16. Participate in program development for the Tribal Social Services Department.
17. Assist the director with training new Social Services staff and provide ongoing support to current Service Specialists.
18. Serve as the Lead for all child and adult protective and prevention cases of need within the department.
19. Assist in reviewing reports, including: Petitions, Court Reports, Service Plans, Home Studies, etc.
20. Will provide direct supervision to child and adult protective and prevention cases in the absence of the Social Services Director.
21. Perform all other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks that 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 in kind or level of difficulty.

Distribution Date: October 7, 2025

Closing Date: October 21, 2025 at 4:00pm

TERO Approval: 
Reviewed for Barriers only!
Date: 10/7/2025