KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

CHILD SUPPORT 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
- ☐ College transcripts
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Copy of valid, unrestricted Driver's License
- ☐ 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 direct descent
- ☐ 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. 4175 & 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.

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POSITION ANNOUNCEMENT

POSITION: **CHILD SUPPORT SPECIALIST**
Full-time, Non-Exempt position

LOCATION: KBIC Tribal Court
Baraga, Michigan

SUPERVISORY CONTROL: Director of the Office of Child Support Services

SALARY: Grade 9 (minimum starting wage = $21.33/hour)

SUMMARY: Provides comprehensive child support services to children, custodial parent, and non-custodial parent through case initiation, the establishment of paternity and child support as well as the enforcement, review, and modification of all child support orders.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Social Sciences, Human Services, Criminal Justice or closely related field.

OR

- Associates Degree in Social Sciences, Human Services, Criminal Justice, or closely related field **AND** at least two (2) years full-time work experience in a Child Support office or within a court system or a Children's Social Services office performing duties directly related to the position.

OR

- High School Diploma or Equivalent **AND** at least four (4) years full-time work experience in a Child Support office or within a court system or a Children's Social Services Office performing duties directly related to the position.
- Experience working in a child support office is preferred.
- Must be certified in mediation, or obtain mediation certification within one (1) year.
- Must be a notary public, or must obtain certification as a notary public within one (1) year.
- Knowledge of legal terms and courtroom etiquette.
- Must be able to efficiently type and file, and must be able to pass clerical testing by 70% (testing will be administered by KBIC).
- Must have extensive experience and knowledge using word processing and spreadsheets (i.e. MS Word, Windows, Excel, Access, Etc.). *Testing may be administered to determine knowledge, if necessary.*
- Must have the ability to read and analyze court documents as well as be able to carry out the process to enforce the legal document.
- Must have the ability to read, analyze, and interpret financial reports and legal documents.

- Must have the ability to write letters, memos, and reports that conform to a prescribed style and format.
- Must maintain strict confidentiality.
- Must maintain the highest level of ethics and professionalism.
- Must be able to take direction and instruction.
- Must have the ability to remain calm in difficult situations and with intense clients; defuse tense situations, and remain impartial.
- Must have the ability to be culturally sensitive in a diverse society.
- Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; work with mathematical concepts, and establish formulas.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must be dependable, demonstrate initiative, and be self-motivated.
- Must be bondable.
- Must have a valid, unrestricted driver's license, a reliable vehicle and vehicle insurance, a good driving record, and 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 also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Monitors child support orders to ensure client compliance.
2. Calls clients who are delinquent in their child support payments to explain that enforcement actions will be taken unless payment is made.
3. Generates and sends delinquency notices to clients who have not met their child support obligations according to a court order.
4. Initiates appropriate enforcement and collection actions.
5. Prepares and files bench warrants for enforcement of paternity and child support orders, and all other enforcement remedies utilized.
6. Prepares and submits Income Withholding Orders to client employers and other income sources.
7. Prepares, files, and presents to the Court motions for paternity and child support enforcement, and shall testify when necessary for enforcement in paternity and/or child support proceedings.
8. Prepare Voluntary Stipulated Orders for judicial review and signature.
9. Enters financial data for new and modified child support orders.
10. Calculates current and past-due child support obligations using the State of Michigan's child support calculator.
11. Maintains client case files, records, and financial accounts in the physical filing system, KBIC-OCSS server, and/or automated system.

12. Responsible for regular monitoring of case intake as well as consistent case management.
13. Develop and maintain ethical and professional relationships with colleagues, Community, and all persons or agencies KBIC-OCSS works with to maintain and foster the integrity of the Keweenaw Bay Indian Community.
14. Collaborate and actively participate with other tribal, state, and federal entities to promote and foster an open communication relationship.
15. Notify local and state agencies of client non-cooperation.
16. Address customer needs in a courteous and timely fashion regarding program information and current child support cases.
17. Educate clients on the KBIC-OCSS process and procedure of paternity and child support enforcement actions.
18. Record all actions taken, conversations held, and documents received or requested in case files.
19. Refer clients to the KBIC TERO office, Michigan Works! and all other applicable agencies to remove barriers to client employment.
20. Produce and mail monthly statements from the automated system to Custodial and Non-Custodial parents as requested.
21. Gathers statistical information necessary for reporting from client files.
22. Review existing legal documents and suggest modifications to the Director.
23. Locate parents and their assets using available information.
24. Interview clients to identify paternity and child support services needed.
25. Process paternity establishment and child support services applications.
26. Analyze paternity and child support cases to determine appropriate actions.
27. Initiates actions to establish paternity and/or child support orders under KBIC law, policy, and procedure.
28. Performs buccal DNA swabbing for genetic testing when required for paternity establishment.
29. Conducts thorough interviews for preliminary and final divorce proceedings when paternity and/or child support issues are involved.
30. Performs mediation as a way to settle child custody and parenting time for the calculation of child support before going into the Court Room.
31. Prepares reports and recommendations for the Court.
32. Travel and attend paternity and child support enforcement-specific training as directed, some evening and/or weekend hours may be required.
33. Performs other duties as assigned.

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: November 17, 2026

Closing Date: December 3, 2026 at 4:00 pm

TERO Approved: Deborah L Peters
Date: 11 / 16 / 2026