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.

FAMILY AIDE

Part-time (up to 37/hour per 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 3 Letters of Recommendation
- ☐ Copy of valid state Driver's License
- ☐ Copy of valid vehicle insurance
- ☐ 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 Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

The Keweenaw Bay Indian Community does not discriminate on the basis of 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 DESCRIPTION

POSITION: **FAMILY AIDE**
Part-time (up to 37 hours per week), Non-exempt position

LOCATION: Tribal Social Services

SUPERVISORY CONTROL: Director of Social Services

SALARY: Grade 5 (minimum starting wage = $17.43/hour)

QUALIFICATIONS:

- Must possess a High School Diploma or equivalent.
- Must have at least one (1) year full-time work experience providing services to families.
- Must have good communication skills, be courteous, friendly, and work well with people.
- Must have good written communication skills.
- Must be able to follow oral and written directions.
- Must have the ability to work independently.
- Must maintain strict confidentiality.
- Must be able to work flexible hours, including nights and weekends, must be willing to travel.
- Must possess a valid, unrestricted state driver's license; reliable vehicle; valid vehicle insurance; and a good driving record. Must also 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 be given to qualified veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Coordinate services with Tribal Social Services, community partners, and other agency or departmental personnel to support client needs and service plans.
2. Supervise and monitor parental and relative visitations between children and their parents or relatives in accordance with established policies, procedures, and case plans.
3. Provide respite care and supportive services to clients and families, including assistance with life skills, parenting skills, household management, and other areas identified as necessary to promote client stability and self-sufficiency.
4. Provide transportation services to clients, children, and/or families as needed and in accordance with department policies and procedures.
5. Prepare and maintain written documentation, including progress notes, service reports, and other required documentation, and submit reports to the assigned caseworker in a timely manner.
6. Perform occasional off-site errands and related support activities on behalf of the department, clients, or program, as authorized by the supervisor.
7. Complete required training and Mandated Reporter Training. Attend additional training, workshops, or professional development activities as directed by the supervisor.
8. Participate in program development and improvement activities for the Tribal Social Services Department as requested by the supervisor.
9. Assist with transporting and accompanying children to medical, dental, and other necessary appointments when needed and as authorized.
10. Maintain and organize the Foster Care Closet, including inventory, organization, cleanliness, and availability of donated or department-provided items.
11. Perform other related duties and responsibilities as assigned by the supervisor.

This position 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 of difficulty.

Distribution Date: November 24, 2026

Closing Date: December 10, 2026 at 4:00pm

Deborah Picciano 11/24/26
TERO APPROVED Date