



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Indian Child Welfare Director

LOCATION: Red Cliff Reservation

SALARY: \$19.00 per hour, plus benefits

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

SUPERVISOR(S): Family/Human Services Division Administrator

JOB SUMMARY: The primary goal of the Indian Child Welfare Department is to prevent the breakup of Red Cliff families and to prevent the permanent removal of Tribal Children from the custody of their parents, by improving individual and family functioning. The successful candidate will be responsible for the overall administration of the ICW Department which will include but not be limited to financial/budgetary planning and reporting, program progress reporting, developing and implementing service sustainability and supervision of staff. The person will also be responsible for assurance of the department to respond, report, investigate and follow through on allegations of child abuse/neglect.

DUTIES AND RESPONSIBILITIES:

1. To accept referrals regarding minor(s) alleged to be in need of care.
2. To investigate the circumstances of a minor alleged to be in need of care and to seek the assistance of Tribal Law Enforcement or other Law Enforcement Officer's, if necessary.
3. To make such other investigations as ordered and authorized by the Red Cliff Tribal Court.
4. To develop case plans concerning any minor(s), when the determination is made in both cases/ informally or if an investigation supports an administrative or judicial finding that the minor(s) is in need of care.
5. To make reports to the Red Cliff Tribal Court and to provide information or referrals to recognized child welfare agencies having an interest or service role concerning a Tribal child.
6. To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Children's Court.
7. Subject to the approval of the Tribal Council, negotiate service agreements with other recognized child welfare agencies.

8. Pending a determination of the minor(s) status to prevent risk of immediate harm by/or to the minor(s), take into emergency custody and provide emergency placements.
9. Will be responsible for development and management of the ICW Department budget in conjunction with the Family/Human Services Division Administrator. Comply with all reporting requirements for funding sources as well as required internal reporting requirements.
10. Conduct home visits on a regular basis, and make provisions for visits for children in care outside of the area.
11. Meet with Family/Human Service Staff and other Tribal/County Programs and providers to provide case management for clients.
12. Attend and participate in all staff and other meetings, ICWA, WICWA, CST meetings, in-service, training and other events as directed by supervisor.
13. Be knowledgeable of and able to utilize the State E-WiSACWIS reporting system
14. Coordinate the Child Protect Team Meetings.
15. Provide or refer to appropriate agency individual/family counseling services for youth and their families involved within the Indian Child Welfare Department.
16. Work closely with the prosecutor/presenting officer and with filing petitions; conduct investigations and case studies as necessary.
17. Assist families in whatever way possible to carry out their court ordered plans, informal plans as developed by family and department and work cooperatively with county and other social service agencies to ensure that services provided are appropriate and culturally relevant.
18. Present a professional, caring image to clients of the Indian Child Welfare Program and Family/Human Services Programs, working with compassion.
19. Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
20. Incorporate into ICW service delivery methods family conferencing as a means of developing effective planning for individual and family functioning improvement and focus as much effort in program service delivery theories and methods on preventative measures as possible and whenever possible.
21. Must be available for on-call emergency and/or crisis intervention.

SUPERVISORY AUTHORITY: Indian Child Welfare Worker and Support Staff

KNOWLEDGE: Knowledge of Red Cliff Families, Kinship networks, the culture and traditions of our community. Tribal/County service providers and Family systems theories as well as the practical application of the theories of systems. Indian Child Welfare Act, the Red Cliff Code of laws "Chapter 26". Knowledge of Native American Indian Tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:

1. A Masters Degree in Family/Human Services related field and experience working with Red Cliff Tribal Families preferred; OR a Bachelor's Degree in Social Work or closely related field and have a minimum of three (3) years' experience working in a Family/Human Services field working directly with families; OR an Associates Degree in Social Work or closely related field with a minimum of five (5) years working in a Family/Human Services field working directly with families.
2. Must have basic understanding of the extended family system as it exists in Red Cliff
3. The experience/ability to take an active role in the grant and budget development process.
4. Experience working closely with families, performing home visits, performing needs assessments.
5. Knowledge and understanding of the Indian Child Welfare Act.
6. In-depth knowledge of Tribal and County Service Providers.
7. Must have knowledge of Red Cliff Code of Laws "Chapter 26", and other relevant tribal laws.
8. Experience in presenting contested matters in court setting preferred but not required.
9. Experience working with families, individuals in group settings.
10. Knowledge of family systems theories as it relates to Tribal families and improved individual and family functioning.
11. Must have reliable transportation with a valid driver's licenses with at least liability insurance, if no insurance must provide proof within 3 weeks of hire date.
12. Must be eligible to be placed on the Tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with clients, visitors, other Tribal staff, Bayfield County staff, Tribal/Local Police Departments, other Tribal ICW programs and other County/State Social Service programs.

SPECIAL REQUIREMENTS: All applicants must fill out and return a Background Information Disclosure with their application or resume before the interviewing process is complete. All applicants will receive a background check prior to interviewing. If you have already received one please inform us as to what agency performed it.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, over head lifting and carrying items no more than 50 pounds.

WORK ENVIRONMENT:

1. Indian Child Welfare Office
2. Appearances in Tribal Court
3. Residences in the Tribal Service Area.

TRAVEL REQUIREMENTS: Will be required to transport clients, attend trainings and meetings locally and out of the area; will require overnight & air travel. Home visits to clients in the Red Cliff Service Area.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIRMENTS: The following items are required for this position:

1. Completed Tribal Application, available on the Tribal website.
2. Signed Tribal Background Investigation Disclosure; available on the Tribal website.

POSTED: August 1, 2017

DEADLINE: August 15, 2017

FOR FURTHER INFORMATION:

**Red Cliff Tribal Administration Building
Human Resource Department
88385 Pike Road, Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov
susie.gurnoe@redcliff-nsn.gov**

(715) 779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

This job description is subject to change at employer's discretion, after consultation with the employee.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.