

KEWEENAW BAY INDIAN COMMUNITY

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

2023 TRIBAL COUNCIL

DOREEN G. BLAKER, President
TONI J. MINTON, Vice President
ELIZABETH "LIZ" JULIO, Secretary
ROBERT "R.D." CURTIS, JR., Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

EDWARD M. EDWARDS
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
RANDALL R. HAATAJA
KIM KLOPSTEIN
SUSAN J. LAFERNIER
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
- ☐ College transcripts
- ☐ Copy of valid, unrestricted Michigan 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:

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 (Minimum starting wage \$28.68/hour DOQ/DOE)

QUALIFICATIONS:

- Master of Social Work (MSW), preferred, with at least two (2) years of experience in child welfare.
- **OR**
- Bachelor's Degree in Social Work or related Human Services field (Criminal Justice, Psychology, Sociology, etc.); and at least four (4) 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 two (2) years supervisory experience.
- Experience and knowledge of Title IV-E funding.
- Must have experience with preparation and management of multiple budgets.
- Must have experience with contracting and partnering with federal, state, private and local agencies related to this position.
- Knowledge and experience working with the Native American Community, preferred.
- Must have a valid, unrestricted Michigan Driver's License; reliable vehicle; current vehicle insurance; 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 a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

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VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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: July 24, 2023

Closing Date: August 7, 2023 at 4:00pm or until filled

TERO Approved: <u>Debra K. P. [Signature]</u> Reviewed for barriers only! Date: <u>7.24.2023</u>

DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST

Michigan Department of Health and Human Services

(Revised 11-22a)

COPY PHOTO ID HERE

OR

ATTACH A SEPARATE PAGE

SECTION 1 – INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)	Signature Required for Individual Being Cleared	Date
Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth
Address	City	State Zip Code
Phone Number	Email	
<input checked="" type="checkbox"/> I am completing this for myself.		
<input type="checkbox"/> I would like to pick up my results in County (For Michigan Residents Only).		

SECTION 2 – REQUESTER INFORMATION

Check Appropriate Box			
<input checked="" type="checkbox"/> Employer			
<input type="checkbox"/> Volunteer Agency			
<input type="checkbox"/> Adoption/Foster Care Home Screening			
<input type="checkbox"/> Court/Law Enforcement/Department of Corrections/Prosecuting Attorney			
<input type="checkbox"/> Child Caring Institution			
<input type="checkbox"/> Other			
Name of Agency or Organization	Name of Requester		
Keweenaw Bay Indian Community	Personnel Department		
Address	City	State	Zip Code
16429 Beartown Road	Baraga	MI	49908
Email	Fax	Phone Number	
personnel@kbic-nsn.gov	906-353-8068	906-353-4176	

Effective November 1, 2022, only confirmed cases of methamphetamine production, confirmed serious abuse or neglect, confirmed sexual abuse, or confirmed sexual exploitation will be classified as a central registry case in Michigan. Individuals may have child welfare history that previously resulted in central

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: _____
Last First Middle

☐ I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

☐ Driver's license number: _____

☐ Date of Birth: ____/____/____

Signature _____

Or

☐ I do not have a valid license as of Date: ____/____/____

☐ Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

☐ Copy of license

☐ Copy of personal vehicle insurance coverage