



*Pride Of The Ojibwa
13394 W Trepania Road
Hayward • Wisconsin • 54843
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*****JOB ANNOUNCEMENT*****

Foster Care Licensing Coordinator

POSITION: Foster Care Licensing Coordinator
OPEN DATE: March 4, 2020
CLOSE DATE: Open until filled
SALARY: Negotiable
LOCATION: LCO Tribal Administration Building
DEPARTMENT: ICW & Family Services
SUPERVISION: ICW Director
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

The Indian Child Welfare Department is designed to serve and protect children's rights and needs, not only individually but also as a family unit. The ICW Foster Care Licensing Coordinator shall conduct background checks and home studies to prospective foster care providers and shall provide supportive services to the Foster Care providers and family unit as needed, recruit Indian Families residing within the Lac Courte Oreilles boundaries and assist in the licensing process as supported by the Lac Courte Oreilles ordinance and provide support, training and monitoring to its licensed foster parents This position will also work directly with the ICW Director in the development of Targeted-case management billing system and develop a system to claim the reimbursement for services on a regular basis.

QUALIFICATIONS:

- Mature adult.
- Tribal preference applies.
- Preferred Associate's of Arts in Human Services or Criminal Justice or related field, or working toward a degree in those related fields.
- Must have a minimum of 5 years of experience in working in a child welfare, or in a human services setting.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver's License and a clean driving record, applicants will be required to complete a "Drivers Record Check" release of information form.

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- Must have reliable transportation and full auto insurance coverage.
- Must be able to pass pre-employment screen.
- Must have extremely good work ethic and perform in a professional manner.
- Must be dependable and punctual.
- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Works under the direct supervision of the Indian Child Welfare Program Director.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the Indian Child Welfare Act.
- Knowledgeable of Foster Care licensing codes & procedures.
- Must be culturally sensitive to Native American people and have practical awareness of life on the LCO Reservation.
- Must be especially aware of the needs of Native American children and their families.
- Must be able to communicate effectively, verbally and in written form with all organizational structures, including the Tribal Government, community, Human Services agencies, national, state, and county representatives, and children and their families.
- Experience with computer software and programs.
- Excellent organizational skills.
- Excellent Interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the LCO Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Provides support and information and referral services to foster care providers and prospective foster care providers.
- Becomes certified in providing ongoing foster care provider training.
- Trains foster care providers and recruit trainers to train foster care providers
- Collaborates with LCO Legal team in the development of tribal foster care licensing Policies and procedures.
- Research and create a tribal specific foster care licensing program, including yearly training requirements for foster care providers.
- Educates Foster care providers and helps them find appropriate programs/resources in the community in order to ensure they are meeting the needs of the youth they have in their care.
- Assists the foster families and youth in accessing healthy family activities.
- Advocate for and advise clients to address immediate needs including placement and discharge planning when necessary.
- Works with the ICW Director in developing and maintaining a database system to capture and submit data.
- Works directly with the ICW Case Workers in ensuring all foster care licensing requirements are met and acts as a resource to the ICW Case Workers in identifying appropriate placement of all youth that are in the custody of LCO ICW.

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- Submit monthly and yearly reporting to program Director and for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates, review cases with the ICW Case Workers and accept referrals.
- Work directly with the ICW Director in setting up Targeted-case management billing system and develop a system to claim the reimbursement for services on a regular basis.
- All other duties as assigned by ICW Director or Assistant Director.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
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***Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles
Policies & Procedures Manual.***