*Pride Of The Ojibwa*
*13394 W Trepania Road*
*Hayward • Wisconsin • 54843*
*PHONE (715) 634-8934 • FAX (715) 634-4797 HR FAX (715) 699-1209*

# ***JOB ANNOUNCEMENT***

## Tribal Family & Child Advocate

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| **POSITION:** | **Tribal Family & Child Advocate (Case Management)** |
| **OPEN DATE:** | **March 4, 2020** |
| **CLOSE DATE:** | **Open Until Filed** |
| **SALARY:** | **Negotiable** |
| **LOCATION:** | **LCO Tribal Administration Building** |
| **DEPARTMENT:** | **ICW** |
| **SUPERVISION:** | **ICW Director** |
| **ADMINISTRATION:** | **LCO Tribal Policies & Procedures** |

**POSITION SUMMARY:**

This position will require knowledge of all areas of social work including CPS investigations as well as on-going case management and court procedures. The incumbent in this position is responsible for providing immediate crisis intervention and stabilization for Tribal families with child or children at imminent risk of danger. Tribal Family & Child Advocated provides in-home and out-of-home service to abused and/or neglected tribal children and their families in order to help them stay together.

**QUALIFICATIONS:**

- 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 2 years of experience in working in a child welfare, or a human services setting or experience in working directly with families and children.
- Must be trained in forensic interviewing skills or willing to complete this training within 6 months of the hire.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Be knowledgeable of and able to utilize the State E-Wisacwis reporting system.
- Must be able available to be On-call after hours and weekends for child welfare emergencies.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver's License, good driving record, personal vehicle insurance, and reliable transportation.
- Must be able to pass pre-employment drug screen.

- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Tribal preference applies.

**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 family members and youth.
- 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.
- Able to complete ACCESS/Intake reports involving child abuse and neglect.
- Complete physical, sexual, or neglect investigations with co-workers, Sawyer County CPS and Law Enforcement Agencies.
- Provide strength-based social work skills to families and be knowledgeable of trauma informed care when working with clients.
- Complete reports including permanency plans, safety plans, court reports, dispositional and change of placement reports.
- Conduct face-face contacts, home visits, and child welfare checks as assigned. - 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**
**caroline.yellowthunder@lco-nsn.gov**

***Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.***