



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>Children and Family Services (CFS) Case Manager</b>	<b>Open Date:</b>	<b>May 17, 2022</b>
<b>SLT Program:</b>	<b>Spirit Lake Social Services</b>	<b>Close Date:</b>	<b>Until filled</b>

**Position Objective:** This position is responsible for protecting the health, safety, and well-being of the children on their caseload and provides support to parents, foster and adoptive parents through case management services, crisis management, home visits, weekly contact, monitoring of service compliance, documentation, ongoing training, and advocacy. The main objective for this position is to effectively work towards achieving permanency for children while actively assessing the needs of the child and parent and coordinating interventions when necessary.

- Major Duties & Responsibilities:**
- Facilitates permanency plans for children on caseload
  - Coordinates and facilitates Child Family Team Meetings involving multiple professionals, family members, and community members.
  - Initiates and completes family/child assessments.
  - Establish, arrange, and facilitate a plan for parent/child/sibling visitation, focusing on the least restrictive environment, which supports frequent parent/child/sibling contact in accordance to best practice guidelines.
  - Identifies and obtains community resources, events, and programs available to families based on needs.
  - Provides suitability assessments of potential relative/kinship care providers. Establish a safe and stable placement for children in out of home care.
  - Works cooperatively with various professionals such as: Spirit Lake Tribal Courts, the Division of Child Support Enforcement, Juvenile Court, other social service agencies, ICWA, Psychologists, therapists, medical professionals, other tribal programs, and other local, state, and federal agencies such as law enforcement, employment agencies, health agencies, social security administration and schools to provide appropriate services consistent with program policy.
  - Provides court testimony and recommendations either in written or oral form for all cases.
  - Shall meet with the child, parents, and out of home providers as well as arrange for visitation, if appropriate, within the first 24 hours of child entering or re-entering out of home care.
  - Shall provide services after normal working hours and on weekends, as deemed necessary.
  - Conduct a minimum of monthly in-person visits with each child on caseload to assure safety, services rendered, and progression of the case.
  - Maintain consistent and progressive contact with all service providers on caseload.
  - Continuous assessment, revising, and implementation of the family treatment plan which addresses timely permanency for the child, including concurrent planning. Assess needs of child and family.

- Develop measurable, strength based and solution focused support services to children and families who are involved in services with Spirit Lake Social Services
- Review caseloads through supervision with the CFS Supervisor.
- Organization and maintenance of the child and family case record. Maintaining updated case files and schedules to track Perm planning: court hearings-custody, quarterly and six-month reviews/updates, goal achievement, medical maintenance: vision, dental, physical. Education: IEP, attendance and grades, and activities. Child Development, Birth family work and visits, All data necessary, Medicaid billing, IV-E time studies.
- Services in staffing rotation to provide on-call services in all areas of children and family services.
- Involvement in ongoing professional development plan.
- Participation in continuous quality improvement process and various professional development activities.
- Child Welfare Certification within 1<sup>st</sup> year of employment
- Other duties assigned by supervisor.

**Knowledge, Skills, and Abilities Required: To be considered for this position, applicants must meet the following requirements:**

- Knowledge or willingness to learn principles and practices of social work.
- Knowledge or willingness to learn methods and principles used to conduct intakes and provide comprehensive case management.
- Knowledge or willingness to learn of trauma informed practices and the impact removals have on children. Ideal candidate understands that children need their families and should be raised by their own families whenever possible.
- Knowledge or willingness to learn child safety practices.
- Knowledge or willingness to learn the principles and concepts of child welfare services, including child protective services.
- Knowledge of or willingness to learn strength based and solution focused interviewing and intervention techniques such as Motivational Interviewing. General knowledge of related theory and methods of social work practice.
- Knowledge of State and Local Resources.
- Skill in decision making and problem solving and be non-resistant to change.
- Skill in interviewing, assess and evaluation clients' needs in a non-judgmental manner, practicing culturally competent practice and sensitivity.
- Skill in interpersonal relations. Must be able to build relationships with clients served.
- Skill in oral and written communication. Must possess good organizational skills with sensitivity to details and confidentiality.
- Skill in research and planning skills.

- Ability to partner with the family to develop a care/case plan.
- Ability to model appropriate discipline techniques and positive self-esteem building behaviors when working with the family.
- Ability to maintain a high level of confidentiality.
- Ability to demonstrate knowledge and respect of tribal culture and values of the tribal community.
- Ability to work effectively both independently and cooperatively with others as a team to develop the agency.
- Ability to work in a continually demanding, changing, complex work environment.
- Ability to work independently and as a team member.
- Ability to drive, potentially for extended periods of time.
- Must be able to work flexible hours and be available to be on-call (after hours and weekends).

**Qualifications, Experience, and education required:**

- Prefer Bachelors degree in Social Work, Early Childhood Education, or other related degree
- Minimum High School Diploma or GED
- Preference given to those enrolled in college working towards a degree and those willing to pursue their education
- One-year experience working directly with Native American communities and tribal families preferred.
- Valid North Dakota Driver's License. Must maintain a current, active, and unrestricted ND Driver's License through course of employment, insurable under SLT Driving policy.
- Must pass a background investigation, including relevant criminal history and a pre-employment drug test.

<b>Job Role:</b>	CFS Case Manager	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	CFS Supervisor
<b>Monthly Salary Range:</b>	DOQ	<b>Annual Salary Range:</b>	DOQ
<b>Number of Vacancies:</b>	4	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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