



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Children and Families Case Manager</b>	<b>Open Date:</b>	<b>February 7, 2020</b>
<b>SLT Program:</b>	<b>Social Services</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Major Duties & Responsibilities:**

- Provides child and family support and services in cases involving a high degree of difficulty such as child sexual abuse/incest, adoptions, interstate custody and children with special educational needs.
- Provides specialized services to children in cases requiring protective care, foster home placement, institutional placement, and those in danger of becoming delinquent.
- Provides strength based and solution focused support services to children and families who are in need of such services.
- Provides assistance to other agencies and individuals as required.
- Establish a safe and stable placement for children in out-of-home care.
- Assess needs of child and family, develop measurable outcome-oriented goals, maintain services planning for child, reviewing through supervision.
- Face-to-face visits made monthly as determined by regulations. As specified to meet requirements and ensure safety of child.
- Maintains 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, IVE time studies.
- Services in staffing rotation to provide on-call services in all areas of children and family services.
- Maintain filing systems as required.
- Cooperates with other tribal programs and other local, state, and federal agencies such as law enforcement, employment agencies, health agencies, state and county social services, social security administration and schools to provide appropriate services consistent with program policy.
- Ability to maintain a high level of confidentiality.
- Other duties assigned by supervisor.

**Physical Effort/Working Conditions:**

- Work requires individual to drive a vehicle.
- Work is performed in many different environments, such as homes, institutions, law enforcement agencies, or other places.
- Work requires travel away from the normal duty station.
- Must be able to work flexible hours.
- Must be available to be on-call (after hours and weekends).

**Qualifications, Experience and education required:**

- Bachelor’s degree in Social Work, License preferred.
- Two years specialized work experience with children and families.
- Willing to accept 2-year degree with 4 + years of work experience with children and families, preferably in a child protection setting or social services agency.
- Child Welfare Certification within 1<sup>st</sup> year of employment.
- Wraparound Training/Certification.
- Must pass background check
- Must submit to drug testing (initial and random).
- A practical knowledge of the principles and concepts of child welfare services, including child protective services.
- Specific knowledge in the following area: Bureau of Indian Affairs Manual; State Public assistance and social service state laws and manuals: Title IV-E of the Social Security Act; Tribal Law and Order, Juvenile, and Child Welfare codes; Tribal constitution; the Code of Federal regulations; the Indian Child Welfare Act; the Adoption and Safe Families Act; Public Law 101-603; Interstate Compact on the Placement of Children; Tribal, state and federal court procedures, both criminal and civil; tribal and federal criminal statutes as they relate to children and families; and a wide range of other state and federal regulations.
- Specific knowledge of strength based and solution focused interviewing and intervention techniques. General knowledge of related theory and methods of social work practice.
- Knowledge of the guidelines for Child Protection Team determinations, and the ability to prepare and present an assessment to the Child Protection Team.
- Highly skilled in written and oral communication.
- Ability to work in a continually demanding, changing, complex work environment. Knowledge of State and Local Resources.
- Cultural Competent practice and sensitivity.
- Must Possess and maintain a current, active and unrestricted ND Driver’s License through course of employment, insurable under SLT Driving policy.

<b>Job Role:</b>	CFS Case Manager	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Program Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	N/A
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<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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