



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlekenation.com

**Job Title:**

**Children and Family Services Supervisor**

**Open Date:**

**April 27, 2018**

**Position Objective: The Children and Family Services (CFS) Supervisor is responsible for coordinating child protection, case management, and prevention services as part of the CFS Division of Spirit Lake Tribal Social Services. The CFS Supervisor must have the ability to work directly with a multi-disciplinary team in providing technical support as the expert of the CFS Programs. The CFS Supervisor will promote and facilitate positive public relations for the CFS Division of Tribal Social Services by providing outreach and education to community members and community partners**

### **Major Duties & Responsibilities**

The primary responsibilities of this position include: reviewing and assigning reports of suspected child abuse and/or neglect, assigning cases for case management, maintaining a database for tracking required information, and supervision of staff within Children and Family Services Division. Specifically, the CFS Supervisor will:

- Coordinate all child protection services within CFS programs, including: intake, assessment, referrals, and facilitation of child protection team/multi-disciplinary team meetings;
- Assign appropriate cases to Case Management for prevention or reunification services;
- Maintain an accurate record and/or database for all CFS cases;
- Supervision of all Child Protection and Lead Case Management staff;
- Develop a rotating on-call schedule;
- Conduct case reviews to insure compliance, accuracy, and best practice; review results with staff during individual supervision;
- Provide supervisory sign-off for correspondence, documentation, reports, affidavits, and other needed documents used by CFS staff;
- Implementation of program policies and procedures;
- Regular completion of required staff evaluations;
- Work closely with other members of the management team (i.e.: Director, Assistant Director, Tiwahe Program Developer, Lead Case Managers) in providing training and assistance to program staff;
- Coordinate group supervision for child protection staff in order to insure effective, timely, and appropriate handling of all child protection services activities, including: worker's case presentation at child protection team and meeting court deadlines;
- Provide support to staff including attendance at Child Protection Team, court hearings, family team meetings, individual educational planning meetings, and other meetings.
- Coordinate required training for new employee orientation including agency in-service training, and Child Welfare Certification Training through UND Training Center;
- Take part in ongoing staff development and training to increase knowledge and enhance professional development.

- Coordinate activities with BIA criminal investigations, FBI, US Attorney's office, Tribal Juvenile Court, Victim's Assistance Program, Behavioral Health/Lake Region Human Service Center, Youth and Wellness, educational providers, members of CPT/MDT, and community members;
- Prepare reports and summaries of program activities, including case data for use by Tribal Social Services administration and quarterly time study documentation;
- Budget oversight and data collection related to 638 Tribal funding;
- Manage employee overtime and/or compensatory time;
- Plan and implement a community response program utilizing representatives from each district;
- Assure that all protection services will be provided within the context of the cultural norms of Spirit Lake Nation and will honor the seven teachings when working with children, their families, and the community
- Perform other related duties as assigned.

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

**Qualifications:** The preferred candidate will possess:

- Knowledge of history, culture, laws, rules, economic, educational, customs, and traditions of the Spirit Lake Nation community and members;
- Knowledge of issues and programs related to child abuse and neglect intervention, prevention and services, including: child protection services, case management, juvenile court systems and Spirit Lake Children's Code, educational systems, community services/resources, child welfare policies and professional child welfare standards and practices;
- Knowledge and skill in supervision including understanding/evaluating job performance and staff conduct;
- Knowledge of Federal, State and Tribal program regulations and guidelines;
- Ability to work independently (using professional judgment) and cooperatively with staff/community partners as a team member;
- Excellent verbal and written communication skills;
- Ability to maintain a strict standard of confidentiality;
- Ability to effectively plan and supervise the work of others;
- Skill and ability to interview, problem solve and conduct assessments;
- Ability to establish and maintain effective working relationships with other employees, community partners, Tribal Counsel, community members, and the general public;
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

### **Experience and Education:**

Master's or Bachelor's degree from an accredited college or university in Social Work, Psychology, Sociology, Criminal Justice, Human Services, or a closely related field; and a minimum of three (3) years

professional work experience in Child Protection Services or Social Work which includes two (2) years supervisory management experience. Master's degree may substitute for one year of work experience.

**Preference will be offered to enrolled members of the Spirit Lake Tribe and will utilize TERO guidelines for hiring.**

<b>Job Role:</b>	Supervisor Child Welfare	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Non-exempt	<b>Closing Date:</b>	<b>Open until filled</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Director of Social Services
<b>Monthly Salary Range:</b>	DOQ	<b>Annual Salary Range:</b>	
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<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>	701-766-1203 or 701-766-1215	<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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