



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

Job Title:

Children and Families Case Manager

Open Date:

November 27, 2017

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 supervisions quarterly, updating every 6 months.
- Face-to-face visits made monthly (or quarterly) as determined by regulations. As specified to meet requirements and ensure safety of child.
- Maintains updated case files, schedules, and ticklers 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.
- Other duties assigned by supervisor.

Physical Effort/Working Conditions:

- Work is primarily a sedentary job. Some physical demands may be required, such as carrying young children or related activities.
- 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.

Qualifications, Experience and education required:

- Bachelor’s degree in Social Work, License preferred.
- Two years specialized work experience with children and families.
- Licensed social worker.
- Valid Driver’s License.
- Child Welfare Certification within 1st 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.
- Ability to maintain a high level of confidentiality.
- Cultural Competent practice and sensitivity.

Job Role:		Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt		Closing Date:	Until Filled
Employment Status:	Full-time	Supervision	Children and Family Services Supervisor or otherwise assigned by Program Director
Monthly Salary Range:	DOQ	Manages Others:	

Number of Vacancies:	2	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept. & Tribal Social Services Director	Email:	slthr@spiritlakenation.com sless-dir@gondtc.com
Address:	P.O. Box 97 P.O. Box 39	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272 and/or 701-766-4722
Application Procedure	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.		