

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President  
SUSAN J. LAFERNIER, Vice President  
TONI J. MINTON, Secretary  
DON MESSER, Assistant Secretary  
RANDALL R. HAATAJA, Treasurer

DOREEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
SUE ELLEN ELMBLAD  
ELIZABETH "LIZ" JULIO  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT

## SOCIAL SERVICES SPECIALIST

One (1) Full-time, Non-exempt position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) professional Letters of Recommendation
- College transcripts
- Copy of valid, unrestricted state driver's license  
**\*\*\* Please see qualifications for driving privileges, during employment.**
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: personnel@kbic-nsn.gov

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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## POSITION DESCRIPTION

### **POSTION:**

### **SOCIAL SERVICES SPECIALIST**

Full-time, Non-Exempt Position

### **LOCATION:**

Tribal Social Services  
Baraga, Michigan 49908

### **SUPERVISORY CONTROL:**

Tribal Social Services Director

### **SALARY:**

Grade 10 (minimum starting wage = \$23.37/hour)

### **QUALIFICATIONS:**

- Bachelor's Degree in Social Work or Human Services related field (Criminal Justice, Psychology, Sociology, etc.).
- Michigan BSW or MSW license preferred.
- Experience working with families and children preferred.
- Must be at least 21 years of age, possess a valid, unrestricted state driver's License, reliable vehicle, and be insurable to operate KBIC fleet vehicles or personal vehicle during work hours. (This is a requirement of our insurance carrier). Must sign KBIC Driving Record Check form.
- Must be able to work flexible hours.
- Must work after hours on-call. (Please see attached sheet for details)
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing, and a pre-employment physical.

### **INDIAN PREFERENCE:**

Preference will be given to individuals of American Indian descent.

### **VETERAN PREFERENCE:**

Preference will be also given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

### **DUTIES AND RESPONSIBILITIES:**

1. Investigate, assess, and follow-up on complaints of abuse and/or neglect for families/individuals within the jurisdictional boundaries of the Keweenaw Bay Indian Community. Engage in face-to-face contact with alleged victims of abuse and/or neglect and visit their homes or designated placements. Provide casework services to dependent, neglected, abused, and delinquent children and youth;

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children with disabilities; socially and economically disadvantaged and dependent adult clients; and other individuals and families. Observe and assess individuals and family's behaviors and living conditions.

2. Prepare investigative reports, legal documentation and forms, petitions, and testimony for the Tribal Court in cases requiring Court intervention, such as substantiated abuse, neglect, or abandonment cases in which a child is in immediate danger, or protective services and other interventions have been unsuccessful (severe risk factors evident). Presents assessments and service plans at pre-dispositional and dispositional hearings.
3. Assist in locating appropriate placement for adults and children, as needed. Conduct appropriate family and child assessment(s) and placement studies to ensure compliance with Title IV-E placement guidelines for Qualified Residential Placements and Interstate Compact on the Placement of Children.
4. Consult with other professionals to provide coordinated services to families. Provides and secures appropriate protective services for endangered children and adults. Interprets behavioral instabilities for parent(s), child(ren), and other caregivers and assist them in provided appropriate services and care.
5. Conduct and engage face-to-face contact with abused or neglect wards, foster parent(s), relative caregivers, kinship caregivers, other support persons, and residential facility staff in their homes/placement(s) on an at minimum monthly basis. Understand that some homes may be unsanitary, unsafe, contaminated and risky in condition. Transport clients to court hearings, appointments, placements, visitation, etc.
6. Coordinate and conduct Courtesy Request visitations and investigations upon request from other agencies.
7. Conduct and perform forensic interviews utilizing the Michigan Forensic Interview Protocol, as needed, in complaints involving: child sexual abuse, physical abuse, mental abuse, drug exposed, etc.
8. Participate in weekly case consultation with Director and/or Lead Services Specialist and weekly staff meetings.
9. Participate in, as required by supervisor, and assist with the coordination, operation, and continued development of the Child Protection Team, Multi-Disciplinary Team, and other groups as assigned by the supervisor.
10. Participate in meetings, as required by supervisor, and assist with the coordination, operation, and continued development of the Indian Child Welfare Committee.
11. Maintain a secure, orderly filing system with up-to-date case documentation and reports to ensure satisfactory case management; maintain and provide required program and statistical reports, including monthly reports. Write and maintain social case history, case summaries, and any other related reports and correspondence. Write and maintain monthly report for CEO and Bureau of Indian Affairs on a monthly and quarterly basis. Ensure case files and documentation is compliant with BIA and Title IV-E audit requirements.
12. Maintain office work in an orderly fashion so that the Tribal Social Service Director and/or co-workers may have access to case information.
13. Assist with Prevention, Child and Adult Protective Services, Juvenile Justice, Foster Care, Adoption, Foster Home Licensing, ICWA, and other casework as assigned by supervisor.
14. Participate in program development for the Tribal Social Services Department.
15. Determine appropriate methods and course of action in implementing services, treatment, and learning plans. Provide recommendations, advice, and professional opinions to families and

individuals. Coordinate, conduct, and direct Family Team Meetings with clients, legal team, and chosen support persons. Provide counseling and support services to children, parents, and families.

16. Provide, complete, and/or evaluate applications for family and groups homes, day care, home registration and licensing standards. Secure, approve, and ensure child care in approved homes through periodic reviews.
17. Screen individuals newly committed to the Department and develop plans for care, services, treatment, and living. Secure resources to address families' and individuals' needs for housing, counseling, financial assistance, employment, etc., Monitor and maintain contact with service providers. Refer children and families to any other services if necessary.
18. Place children in foster care, when necessary. Ensure compliance with Title IV-E and Foster Care Placement(s) under the Native American Children's Safety Act (NACSA).
19. Respond to general inquiries and conduct searches for adoptive placements for any and all children. Find adoptive homes for children with no identified adult caretakers. Provide on-going post-adoptive services for children and their families. Recruit, train, and maintain new foster homes and/or adoptive homes.
20. Work in a team setting with area Law Enforcement, Tribal Departments, Michigan Department of Health and Human Services, and other agencies. Serve as a liaison between the Department and community groups in the development of programs, interpreting rules and regulations, and coordinating programs and services to meet clients' needs.
21. Understand the differences in working with and providing services and support to families and individuals of all social economic statuses. All personal biases must be left outside of the Department. Confidentiality and professionalism must be maintained at all times.
22. Attend training(s) as assigned by supervisor.
23. Provides 24-hour crisis intervention services.
24. Provides On-Call Services.
25. Perform all other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not exclude other duties not mentioned that are similar kind or level difficulty.*

**Distribution Date:** October 21, 2022

**Closing Date:** November 4, 2022 at 4:00 pm or until filled

TERO Approved: <i>Debra Pecio</i> Reviewed for barriers only! Date: <i>10/21/2022</i>
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**DRIVING RECORD CHECK FORM**

Position applying for or current position held: \_\_\_\_\_

Department: \_\_\_\_\_

Is driving required for this position: \_\_\_\_\_

**4.5 Driving Record:** All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

\*\*\* Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: \_\_\_\_\_  
                    Last                                    First                                    Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: \_\_\_/\_\_\_/\_\_\_

Driver's license number: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

Or

I do not have a valid license as of Date: \_\_\_/\_\_\_/\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Reason: \_\_\_\_\_

Signature \_\_\_\_\_

**By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.**

Personnel Use only

\*\*\*\*\*  
 Copy of license

Copy of personal vehicle insurance coverage