

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**Indian Child Welfare Case Worker**

**Two (2) Vacancies**

**POSITION:** Indian Child Welfare Case Worker  
**POSTING DATE:** June 20, 2018  
**CLOSING DATE:** July 6, 2018  
**SALARY:** Negotiable  
**LOCATION:** LCO Tribal Administration Building  
**DEPARTMENT:** ICW  
**SUPERVISION:** ICW Director  
**ADMINISTRATION:** LCO Tribal Policies & Procedures

**POSITION SUMMARY:**

This position will require knowledge of all areas of social work including CPS investigations as well as on-going case management and court procedures.

**QUALIFICATIONS:**

- Must possess a minimum of an Associate's of Arts in Human Services or Criminal Justice or related field, working toward or willing to work towards, a degree in those related fields.
- Must have a minimum of 2 years of experience in working in a child welfare, or a human services setting or experience in working directly with families and children.
- Must be trained in forensic interviewing skills or willing to complete this training within 6 months of the hire.
- Must be aware and strictly abide by the **Code of Confidentiality**.
- Be knowledgeable of and able to utilize the State E-Wisacwis reporting system.
- Must be able available to be On-call after hours and weekends for child welfare emergencies.
- Must possess excellent computer, written and verbal communication skills.

- Must have a valid Driver's License, good driving record, personal vehicle insurance, and reliable transportation.
- Must be able to pass pre-employment and random drug test.
- Must be able to pass a nation-wide criminal background check.
- Must be able to travel when assigned.
- Tribal preference applies.

### **DUTIES AND RESPONSIBILITIES:**

- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the LCO Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Provides support and information and referral services to family members and youth.
- Submit monthly and yearly reporting to program Director and for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates, review cases with the ICW Case Workers and accept referrals.
- Able to complete ACCESS/Intake reports involving child abuse and neglect.
- Complete physical, sexual, or neglect investigations with co-workers, Sawyer County CPS and Law Enforcement Agencies.
- Provide strength-based social work skills to families and be knowledgeable of trauma informed care when working with clients.
- Complete reports including permanency plans, safety plans, court reports, dispositional and change of placement reports.
- Conduct face-face contacts, home visits, and child welfare checks as assigned.
- All other duties as assigned by ICW Director or Assistant Director.

### **APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

### **MAIL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Holly Trepanier, Human Resources Director  
13394 W. Trepania Road  
Hayward, WI 54843**

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.**