

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

**Indian Child Welfare Social Worker – Parent-Aide**

**POSITION:** Social Worker-Parent Aide  
**POSTING DATE:** 06/29/2017  
**CLOSING DATE:** 07/14/2017  
**SALARY:** Negotiable  
**LOCATION:** LCO Tribal Administration Building  
**DEPARTMENT:** Indian Child Welfare  
**SUPERVISION:** ICW Child Welfare Director  
**ADMINISTRATION:** LCO Tribal Government Personnel Policy Manual

**POSITION SUMMARY:**

This position will require knowledge of all areas of social work including CPS investigations as well as on-going case management and the newly developed parenting curriculum.

**QUALIFICATIONS:**

**The Social Worker-Parent Aide must:**

- Possess a minimum of a Bachelor of Social Work degree.
- Have experience working in a child welfare setting.
- Be trained in forensic interviewing skills or – willing to complete this training within 6 months of hire.
- Be knowledgeable of and able to utilize the State E-Wisacwis reporting system
- Possess excellent computer, written and verbal communication skills.
- Must have valid Driver's License, good driving record, personal vehicle insurance and reliable transportation.

- Must be able to pass a 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:**

- 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.
- Quarterly – coordinate and provide 6-week parenting classes.
- 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 Assistance 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 OR SUBMIT INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843**

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