



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
PHONE (715) 634-8934 • FAX (715) 634-4797 • HR FAX (715) 699-1209

****Job Announcement****

Indian Child Welfare Case Worker

POSITION: Indian Child Welfare Case Worker
POSTING DATE: April 1, 2022
CLOSING DATE: Open Until Filled
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 travel when assigned.
- Tribal preference applies.

- Must be able to pass a nation-wide criminal background check.
- Must be able to pass pre-employment drug screen.

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 **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Recourse Department

13394 W. Trepania Road

Hayward, WI 54843

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