Position: Indian Child Welfare Caseworker Assistant
Hours: 40 hours per week
Salary: $10.50 per hour
Supervisor: Indian Child Welfare Director

(The continuation of this position is always contingent upon funding allocations)

Job Summary:
The Indian Child Welfare Caseworker Assistant works with the ICW Director to preserve the unity of the family and provides for the welfare, care and protection of the children of the Sokaogon Chippewa Community.

Duties/Responsibilities:
- Transports clients to and from appointments
- Coordinates meetings and cases for the Child Protection Team
- Works with Caseworker Director Coordinating parenting classes
- Testifies in court proceedings
- Coordinates workshops on the prevention of abuse, neglect and the recruitment of foster and adoptive homes
- Assists with developing and monitoring progress in treatment plans, reunification plans and service agreements
- Maintains professional and complete case files
- Completes and meets deadlines for all reports
- Secures files and keeps all client information confidential
- Follows the mandates of the Indian Child Welfare Act and the Wisconsin Indian Child Welfare Act
- Conducts home visits
- Serves as an advocate and role model for clients
- Works effectively and cooperatively with all SCC departments
- Processes enrollment requests
- Completes other duties as assigned

Qualifications:
- Associate’s Degree in Human Services, Sociology, Psychology, Counseling or related field preferred - High School Diploma or equivalent required
- Knowledge of the Indian Child Welfare Act and the Wisconsin Indian Child Welfare Act
- Excellent written and verbal skills
- Valid Wisconsin driver’s license, good driving record, proof of insurance and a reliable vehicle
- Willing to take “on-call” hours

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii
Pre-employment and random drug testing will be required for this position. A background investigation, as required by P.L. 101-630 (Sec. 408 (b)), will be conducted.

Posting Date: November 29, 2016  Closing Date: December 13, 2016

Applications are available at the Tribal Hall – 3051 Sand Lake Road

Send completed applications to:

Donna Vodar – Director, Human Resources
3051 Sand Lake Road
Crandon WI 54520

Phone: (715) 478-7663
Fax: (715) 478-7662