



Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee, Michigan 49660
(231) 723-8288

Resolution #15-0225-054

*Approval of Job Description for the Position of Case Manager
and Authority to Post the Position*

WHEREAS, WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council has received for approval the job description changes for the Case Manager Generalist position; and

WHEREAS, Human Resources prepared and now submits the position description as attached; and

WHEREAS, the Tribal Council finds that the position description is consistent with the assigned functions within the Family Services Department.

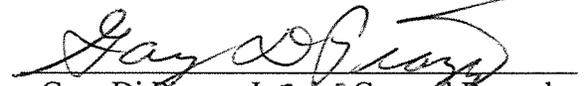
NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby does approve the job description for the position of Case Manager Generalist and gives authority to post and fill the position in accordance with Tribal Law and Policy.

IT IS FURTHER RESOLVED THAT the Tribal Council further authorizes the Human Resources Department to make future revisions as may be required by time to time limited to adjustment of position salary and/or wage level; to enable Human Resources to ensure the position wage ranges remain consistent with any approved salary structure adopted by Tribal Council for the tribal government, consistent with Resolution #14-0129-02.

IT IS FINALLY RESOLVED THAT any future revisions including but not limited to amendments to minimum qualifications or position duties, and responsibilities shall require subsequent authorization by Tribal Council.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on February 25, 2015, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.



Gary DiPiazza, Interim Council Recorder



Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court

LITTLE RIVER BAND OF OTTAWA INDIANS TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Case Manager Generalist
DEPARTMENT: Family Services
SUPERVISOR: Director of Family Services
PAY LEVEL: E3
HIRING RANGE: \$37,559-46,949
BACKGROUND CHECK: Extensive
STATUS: Exempt – Weekly Pay
PREPARED DATE: October 27, 2011
TRIBAL COUNCIL APPROVAL DATE: #11-1130-401

“Indian Preference is applicable in accordance with Ordinance #11-600-02”

SUMMARY

This position is of a professional-level, primary Case Manager that involves working with individuals and families to access their service needs within the department’s five major programs. These programs include, but are not limited to, Self-Sufficiency Education and Assistance, Family Violence Prevention, Indian Child Welfare Act interventions, Advocacy and Referral and Inter-agency Collaboration. The client base may include elders, children, and/or adolescents. The position may result in the need to work at both the Manistee and Muskegon offices.

EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a Bachelor’s Degree in Social Work, Sociology, Psychology, or other social science related field; and
- ~~a work experience of three (3) or more years in Social Work with knowledge of practices, assessments, service plans, court testimony practices, documentation and reporting; and~~
- A working knowledge of social work practices, assessments, service plans, court testimony practices, documentation and reporting or the ability to acquire within one year of employment; and
- appropriate licensure with the State of Michigan, or able and willing to obtain within one year; and
- the possession of a valid Driver’s License with the ability to be insured under the company’s insurance policy.

DUTIES AND RESPONSIBILITIES

1. Performs direct client contact through casework, assists with resource development and provides referrals as needed.
2. Interviews and evaluates clients’ problems, developing service plans and administering social service programs.
3. Keeps accurate and detailed record-keeping of treatment records for each client.
4. Directs clients to other areas of assistance, collaborating with referral resource agencies. Works with other internal departments, in addition to state and community resources.
5. Participates in department case reviews and all case conference meetings.
6. Complies with mandated reporting process for Children and Elder abuse or neglect.
7. Travels as required to provide services to clients.
8. Completes reports for case management statistical data on monthly basis.
9. Generates monthly narrative and statistical reports, submitting to supervisor in a timely fashion.

10. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
11. All other position related duties as assigned by supervisor.
12. Participating in and successful completion of training programs as assigned.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

WORKING ENVIRONMENT

Work is performed in a climate controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License with the ability to be insured under the company's insurance policy, and successfully completing a 90-day introductory period.

Employee Acknowledgement and Acceptance: _____
Employee Name and Date