Resolution #14-1105-338

Approval of Budget Modification MB-2014-67; to Reinstall the Position of Case Manager Generalist and Restoring the Position within the Family Services Department; Program #4025 in the FY2014 Operating Budget

WHEREAS, the status of the Gaá Čhimí Ziibi Daáwa Anišinaábek (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, pursuant to Article IV, Section 7 (i)(2) of the Constitution, has the power to manage any funds within the exclusive control of the Tribe and to appropriate such funds for the benefit of the Tribe and its members; and

WHEREAS, the Tribal Council approved Resolution #13-1204-371, which adopted the FY2014 Tribal Government Operations Budget; and

WHEREAS, in accordance with Article V, Section 5.06(g) of the Budget and Appropriations Ordinance #04-100-04, the Tribal Council must approve the reinstatement of a position that has been eliminated from the budget due to the provisions contained within said section; and
NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby approves a modification to the Operating Budget for the Tribal Government for Fiscal Year 2014 which restores the funding for the position of Case Manager Generalist within the Family Services Department; Program #4025, and authorizes the Human Resources Department to post and hire the position in accordance with applicable laws of the Tribe.

IT IS FURTHER RESOLVED THAT the Tribal Council authorizes the Department Organization Chart as represented herein:

![Family Services Department Organization Chart]

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**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 November 5, 2014 at the Little River Band’s Government Center in Manistee, Michigan, with a quorum being present for such vote.

Sandy Mezeske, Tribal Council Recorder

Virgil Johnson, Tribal Council Speaker
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Attest:
Presentation of Resolution for Budget Modification to Tribal Ogema:

Pursuant to Article V, Section 5(a)(6) and Section 5(c) of the Tribal Constitution, the foregoing Resolution #14-1105-338, modifying the Operating Budget for Fiscal Year 2014 as set forth in Resolution #13-1204-371 has been presented to the Tribal Ogema by the Tribal Council Recorder for his/her approval.

Date delivered to Tribal Ogema: 11/10/2014

Signature of Council Recorder: [Signature]

Action by the Tribal Ogema: ___ Approved ___ Disapproved (attach comments)

Date: 11-4-14

Signature of Ogema: [Signature]

Distribution: Council Records
Tribal Ogema
Accounting Department
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: Resolution #14-1105-338

"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
- 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.

**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: ____________________________