



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Case Manager Generalist – Family Services- (1- FT, Regular)

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: Minimum Necessary Qualifications -

- 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
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the client; 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; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E3 **Hiring Range:** \$40,621- \$53,867 - \$64,642 – Commensurate with Verified Qualifications.
Status: Exempt/Bi-Weekly Pay **Background Check:** Extensive

Application Instructions: **Incomplete submissions will not be considered.**

Obtain an application form (fillable online) and/or request a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov.

To apply, **please submit completed LRBOI application, cover letter, resume, transcripts from degree, any trainings/certifications/licensures relevant to the position and front/back of driver license** to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For the complete job description or further information, please contact the LRBOI HR Department.

Incomplete submissions will not be considered.

Posted: 03-11-2024

Removal: Until Filled