



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Case Manager Generalist – Family Services- Repost (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:** \$39,437 - \$52,298 - \$62,759 – Commensurate with Verified Qualifications.

**Status:** Exempt/Bi-Weekly Pay

**Background Check:** Extensive

**Application Instructions:**

Obtain an application form and/or request a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://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](mailto: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](mailto:apply@lrboi-nsn.gov).

**Incomplete submissions will not be considered.**

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.*

**Posted: 12-19-2023**

**Removal: 1-01-2024**