



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Social Worker – Family Services Department (Full Time - Regular)**

Summary: Serves as the caseworker supervisor to all Family Services Department Staff and provides clinical supervision and support via Case Reviews on a bi-weekly basis. Provides clinical support to the Case Intake Team of the Tribal Court.

Employment Qualifications: Minimum Necessary Qualifications -

- Bachelor's Degree in Social Work with seven (7) years' experience in child welfare and/or direct services; and
- Three (3) years supervisory/managerial experience in Social Work practice; and
- Valid driver's license throughout employment; and
- Thorough knowledge of Social Work practices, assessments, court testimony, and reporting; and
- Possess appropriate licensure with the State of Michigan or ability to obtain within one (1) year of employment; and
- Prefer experience with culturally diverse populations; and
- Prefer active member in Community/Statewide/Federal professional memberships; and
- Technical Skills of a proficient user of MS Office software and computers; 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.

Preferred Qualifications –

- Master's Degree in Social Work.

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

Pay Grade: E3

Hiring Range: \$37,559.00 - \$49,808.00 - \$59,770 – Commensurate with Verified Qualifications

Status: Exempt; Bi-weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit **required documents** as listed: **completed LRBOI application, cover letter, resume, degree transcripts, copies of any/all licensures/certifications/trainings - relevant to the position, copy front/back of Driver License and copy front/back of Tribal ID (if applicable);** to:

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

Email: aliciaknapp@lrboi-nsn.gov. Fax: 231-331-1233

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 passing an extensive background investigation prior to employment and successfully completing a 90-day introductory period.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 11/23/2021 through 12/02/2021

General Posting Period – Subject to outcome of Tribal Member selection process.