



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Case Manager Generalist - Muskegon (1- Full Time, 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
- A 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:** \$37,559 - \$49,808 - \$59,770 – 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 or 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 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: aliciaknapp@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.

Tribal Member Posting Period – 12/01/2021 through 12/11/2021

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

Posted until filled