



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Intake and SSIS Specialist

Location: White Earth

Pay: \$17.31/hr.

Benefits: Full

Open: 12-03-18

Close: 12-07-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for handling all incoming child maltreatment calls, screening them for responses, assigning assessments, investigations, for determinations of child maltreatment; including immediate responsibility and authority to determine whether a maltreatment report warrants assessment.

Position outcomes:

- Provide maltreatment report intake and screening to assess the level of risk to children and provide through documentation and reports for the Indian Child Welfare department.
- Determine the level of risk assignment and course of action to ensure children are safe.
- Maintain SSIS documentation and information to assist with reports, court documentation, and SSIS data.
- Oversee AFCARS Federal Reporting for the agency.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Indian Child Welfare department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Skilled in confidentiality and ability to maintain confidential records.
- Ability to work cooperatively within the White Earth Reservation Tribal Council, local, state and federal meetings, committees and/or boards to make the work of the group successful and effective.
- Ability to obtain all information necessary for SSIS documentation of child maltreatment reports.
- Ability to navigate SSIS computer system and correct worker errors.
- Ability to know all aspects of AFCARS reporting to ensure agency compliance.
- Ability to adhere to strict timelines for completion of daily duties.
- Knowledge of laws, Tribal codes, and ability to work within those laws.
- Skilled to guide clients in the disclosure of accurate information.
- Skilled to maintain calm demeanor and de-escalate clients.
- Skilled and able to collaborate with other professionals to perform assessments and provide specialized services to families.

Qualifications:

- High School Diploma or GED and one (1) year experience in child protection or medical field.
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**
- **Must pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.