



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Case Manager-Child and Family Services		<b>JOB CODE:</b> CMCF
Government - Employee		<b>EEO:</b> 2
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

The Case Manager for Child and Family Services will engage the children, adults, elders and families they serve in order to best address historical and intergeneration trauma that are currently resulting in adverse issues within their environment. The Case Manager will have a working knowledge of the Ho-Chunk Nation Child and Family Services standard operating procedures and processes, in addition to having strong knowledge of Ho-Chunk values and cultures.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Investigate reports of child, adult and elder abuse, neglect and exploitation within 24 hours of assignment; provide and coordinate ongoing case management.
2. Provide referrals for both tribal and community resources.
3. Complete all details within two (2) business days.
4. Complete all court reports (within timelines established by codes), case plans (at every home visit) and required documentation in timelines established by CFS administration and Court.
5. Provide court testimony for assigned cases during each status review or six (6) month review.
6. Participate in case consults every six (6) weeks or as determined by supervisor.
7. Assist with other CFS programs as needed monthly.
8. Completes all documentation in timely manner, including but not limited to monthly and annual reports.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers.
Freedom to Act	Subject to regular review from supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Bachelor's Degree in Human Services or related field is required.

### **ESSENTIAL:**

1. Must maintain a valid Wisconsin driver's license and insurance.
2. Must adhere to all applicable confidentiality laws.
3. Must promote a positive, non-abusive, healthy lifestyle.

### **EXPERIENCE:**

1. One (1) to two (2) years of experience, demonstrating working knowledge of case management.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Demonstrate a sophisticated knowledge of human development through the life span.
2. Knowledge of laws and tribal codes associated with program of employment.
3. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs.
4. Knowledgeable of the Ho-Chunk Nation Trial Court procedures.
5. Knowledgeable of county court procedures.
6. Effective time management skills with capability to prioritize high need cases or tasks.
7. Knowledge and adherence to the values, attitudes and beliefs of the Ho-Chunk people plus the willingness to continue learning.
8. Strong verbal and written communication skills in addition to strong computer skills with working knowledge of Microsoft operating systems.
9. Provide excellent customer service.
10. Able to code switch between critical needs communication and strengths/assets based communication.
11. Follow applicable policies, codes, acts, and ordinances.

## **WORK PLACE RESPONSIBILITY**

1. Completes all documentation in timely manner.
2. Maintains a safe and healthy work place environment.
3. Identifies safety risks for self and fellow staff and reports it to their supervisor.
4. Highly capable of working independently but also as a team member.
5. Must follow chain of command.

## **WORKING CONDITIONS**

1. Case Manager will work in the field for 60% of this position but will have office work 40% of the time.
2. Case Manager is required to travel, sometimes during inclement weather.
3. Case Managers may be required to lift up to 50 pounds.
4. Home visits must be conducted, sometimes in unsafe environments.
5. Work hours are subject to change, requiring flexibility as needed.