

*****JOB ANNOUNCEMENT*****

Parent Aide/Independent Living Coordinator

POSITION: Parent Aide/Independent Living Coordinator
POSTING DATE: June 6, 2018
CLOSING DATE: June 20, 2018
SALARY: Negotiable
LOCATION: LCO Tribal Administration Building
DEPARTMENT: LCO Indian Child Welfare
SUPERVISION: ICW & Family Services Director
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

The Indian Child Welfare Department is designed to serve and protect children's rights and needs, not only individually but also as a family unit. The ICW Parent Aide/Independent Living Coordinator shall provide supportive services to the children and family unit as needed. The supportive services will include, but not be limited to, transportation, parenting skills, budgeting skills, nutritional skills, and other supportive services that the child or family may need to become productive community members. These skills will also be provided to young people between the ages of 15 and 21 to assist them in obtaining the skills needed to live independently.

QUALIFICATIONS:

- Mature adult.
- Tribal Preference applies.

- Must have an Associate of Arts degree in Liberal Arts or a Human Services Certificate.
- Must be aware of and strictly abide by the **Code of Confidentiality**.
- Must have reliable transportations, full auto insurance coverage.
- Must have a valid driver's license and a clean driving record, applicants will be required to complete a "Driver's Record Check" release of information form.
- Must be able to pass a Criminal Background Check(s)
- Must be able to pass pre-employment drug screen and random screens thereafter.
- Must have an extremely good work ethic and perform in a professional manner.
- Must be dependable, punctual.
- Works under the direct supervision of the Indian Child Welfare Program Director.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of the Indian Child Welfare Act.
- Must be culturally sensitive to Native American people and have a practical awareness of life on the LCO reservation.
- Must be especially aware of the needs of Native American children, and their families.
- Must be able to communicate effectively, verbally and in written form, with all organizational structures including Tribal Government, community, Human Services agencies, national, state, and county representatives, and children and their families.
- Experience with computer software and programs.
- Excellent organizational skills.
- Excellent interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the LCO Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Accept referrals from ICW Case Workers, self-referrals, and other tribal program referrals.
- Provides support and information and referral services to family members and youth.
- Submit monthly and yearly reporting to program director for grant purposes.
- Attend the weekly Department of Social Services Staffing and provide program updates, review cases with the ICW Case Workers and accept referrals.
- Seek and manage all program donations for clients of the LCO Department of Social Services.
- Maintain inventory of all donations received by recording donations received and donations provided to clients, ensuring a high level of integrity to the program.

- Teaches skills in the areas of budgeting, nutrition, shopping, and cleaning.
- Prepares young people between the ages of 15-21 with independent living skills.
- Assists parents in locating and maintaining adequate and affordable housing.
- Educates parents and young people and helps them find appropriate programs/recourses in the community.
- Provides support to family members and young people.
- Assists the families and young people to find healthy family activities.
- Assists parents to be more independent and responsible for their children's needs through teaching appropriate discipline techniques, and providing information on child development.
- Works with children/teens on identified problem areas.
- Works with disabled children, providing support and assistance with special needs.
- Provides and prepares reports as required or requested.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.