

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Family Resources Manager Assistant

Department: Social and Family Services

Hourly Rate: \$14.00

Part Time: 20 Hours/Week

Exempt: No/Hourly

Supervisor: Family Resources Manager

Posting Date: *In-House*

Opens: *February 28, 2023*

Closes: *March 7, 2023, at 4:30 pm*

Posting Date: **Public**

Opens: **March 9, 2023**

Closes: **March 23, 2023, at 4:30 pm**



Summary: The Family Resource Manager Assistant is responsible for assessing and evaluating financial management services for protective payee and/or self-referred clients who are in, or close to being in, financial crisis to acquire the knowledge and skills necessary to better manage their monies and resources to maintain self-sufficiency.

Essential Duties and Responsibilities include the following. Other duties as assigned.

- Will assist FRM clients with budget counseling, provide technical assistance on financial management skills, and disseminate information on available resources.
- Make additional referrals to other appropriate programs for financial or non-financial support as needed. This includes ongoing program collaboration with outside agencies who are providing services to a mutual client.
- Responsible for managing and dispersing all Tribal Individuals Supervised Indian Money (IIM) accounts in coordination with the federal BIA Office of Trust Management agency checking accounts and teach clients how to handle checking/saving accounts.
- Selected applicant will be communicating with bank, resources, and other agencies on behalf of the clientele, therefore, must possess excellent communication skills.
- Will work one-on-one with individuals requiring more intense financial counseling for debt reduction; setting up budgets/family financial plans annually with long- and short-term goals;
- Set up bank accounts for clients such as checking and savings. Continual balancing of bank accounts.
- Assist Family Resource Manager with community education workshops to provide fundamental financial management and budget information.
- Will attend all necessary program-relevant meetings, training, and maintain all case records and submit all required reports.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High school diploma or its equivalent.
- Strong mathematic skills such as addition, subtraction, and computation.
- Customer service skills and patience.

Preferred:

Human Service Degree (AA) or 2 years of experience working in social service or related field.

Other Skills and Abilities:**Required:**

- This is a required driver position.
- Must have a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must possess knowledge of and maintain strict compliance with the Privacy Act and Tribal Confidentiality Policy.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and meet eligibility for tribal insurance.

Language Skills:

- Strong communication skills both verbal and written.
- Correspond to clients, vendors and other resources on behalf of the program and clientele.
- Excellent customer service skills.

Reasoning Ability:

- Ability to utilize reasoning skills for budgeting purposes, working with client vendors and negotiating skills with delinquent client bills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov