

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Independent Living Coordinator/Foster-Kinship Care Case Worker

Department: Social & Family Services

Hourly Rate: \$18.00 to \$19.00 (DOQ)

Full Time: 40 hours/week

Exempt: No/Hourly

Supervisor: Abinoojiyag Resources Center Program Manager

Posting Date: Public

Opens: January 8th, 2026

Closes: January 21st, 2026 @ 4:30pm



Summary: The Independent Living (IL) Coordinator/Foster-Kinship Care Case Worker will be responsible for providing social work practice for the front end and back end of child protection cases. This position will focus on delivering IL services to youth in Out of Home Care (OHC), foster care licensing responsibilities; adoption home studies; and Kinship Care cases. The Abinoojiyag Resource Center area is a team environment, and this position will require the ability to work in a team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintain the foster care licensing program including licensing homes for foster care; maintaining foster parent records and files; conducting monthly face to face visits with children in out of home care; monitoring or providing training for foster parents; host annual appreciation events for foster families; recruitment of foster homes.
- Conduct home studies for potential families that want to adopt; maintain a tribal adoption list; assist in the implementation of the Customary Adoption process.
- Work with youth in OHC who are eligible for IL services from the ages of 14 to 23; complete assessment and develop plan as part of the case plan; organize activities that teach basic life skills for youth to become successful adults.
- Maintain kinship records, payment schedules, and caseload requirements; conduct annual home visits with kinship families and face to face visits with all children in out of home care.
- Stay up to date with current state rules, regulations and requirements regarding foster care, kinship care, and the Independent Living program.
- Must be willing to attend program related training and meetings as necessary.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- A high school diploma or its equivalent is required.
- An associate degree in human services or a related field is preferred.
- A minimum of one year's experience working in the human services field is required.
- Experience working with tribal communities, children, and families is a requirement.
- Must complete the Child and Adolescent Needs and Strengths (CANs) certification within six months of hire.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess 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.
- Knowledge and experience in social work best practice standards.
- Knowledgeable of the Indian Child Welfare Act and child protection services.
- Willing to work with various agencies such as tribal and county human service departments and other related agencies.

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 adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Excellent oral and written communication skills.
- Ability to work in a diverse setting and communicate effectively with a broad range of related systems.
- Knowledge of computer and software, computer applications, and good typing skills.
- Knowledge of the Ojibwe language and culture is preferred.

Reasoning Ability:

- Desire to work with families to create positive solutions that will benefit children.
- Must advocate for what is in the best interest of the child(ren).
- Ability to work in a team environment.

Physical Demands: The physical demands described here are representative of those that must be met 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 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 is usually moderate.

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