

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Abinoojiyag Resources Center Program Manager

**Department:** Social and Family Services

**Hourly Rate:** Negotiable DOQ

**Full Time:** 40 hours/week

**Exempt:** Yes/Salaried

**Supervisor:** Social and Family Services Director

**Posting Date:** PUBLIC

**Opens:** June 23, 2026

**Closes:** July 14<sup>th</sup>, 2026 at 4:30pm



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**Summary:** The Abinoojiyag Resource Center (ARC) Program Manager is responsible for administering the Child Welfare, Child Care, Coordinated Services Team Initiative, Independent Living, and Kinship Care programs. The ARC Program Manager will implement best practices such as Signs of Safety and Family Group Decision making. Apply culturally appropriate practices that promote healing among families.

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

- Responsible for all child protection functions, such as supervising and monitoring intake and assessments of child abuse and neglect, overseeing child protection investigations, making case assignments, supervising case management activities, approve court reports and deliver testimony, and chair permanency review meetings.
- Provide oversight and direction on the development and implementation of a Drug Endangered Child (DEC) Team that will include policy development; target recruitment; and development of training program.
- Practice cultural competency and customs directly related to the Indian Child Welfare Act. Must have the ability to provide presentations on child abuse topics including Mandated Reporter Training, Historical Trauma, Violence in Indian Country, and other presentations as needed in the related field.
- Oversee all Abinoojiyag Resource Center program budgets, approve and monitor spending, process modifications and revisions, prepare and submit federal and state agency required reporting on a monthly, quarterly, and annual basis.
- Implement tribal, state, and federal rules and regulations in relation to program activities. Must maintain compliance on various levels while meeting contract goals and objectives.
- Attend local, state, and national meetings and training as needed.

**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:**

- Must be 18 years of age or older.
- Bachelor degree in Social Work or related field.
- Three to five years experience in the social work field.
- A minimum of two (2) years supervisory experience.
- Experience working with Native American families.
- Familiarity with grant writing, reporting, and budgets.

**Preferred:**

- Masters degree in Social Work or related field.

**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.
- Knowledge and experience in planning, organizing, and directing social work activities.
- Must have excellent oral and written communication skills.
- Willing to work with various agencies such as Tribal and County Human Services departments, the court system, Tribal Council, and other related agencies.
- Experience working with Indian children and families is a requirement.
- Must be willing and able to attend program-related training and travel as necessary.
- Will prepare and submit monthly reports and provide quarterly statistics to the SFS Director.
- Maintain essential program documentation relating to achieving program goals and objectives.
- Must be punctual and have a good attendance record.

**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 are required.
- Utilize or have a willingness to learn Ojibwemowin.

**Reasoning Ability:**

- Ability to work effectively under pressure or conditions that may be stressful.
- Must be able to problem solve and have a desire to work with families to create a positive solution that will benefit tribal children.
- Ability to interact with colleagues, the general public, and clients with empathy, compassion, courtesy, and respect.

**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. Sedentary work with some 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. The noise level in the working environment is usually moderate. Subject to inside and outside environmental conditions.

**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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)