

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Family Services Manager  
**Department:** Head Start/Early Head Start, Education  
**Hourly Rate:** \$20.00/Hour  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Head Start Director/Assistant Director  
**Posting Date:** Public  
**Public Opens:** July 8<sup>th</sup>, 2026  
**Closes:** Open Until Filled



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**Summary:** This position will work closely with families providing them with opportunities to gain knowledge regarding: parenting, job skills, educational opportunities, or skills parents are seeking expanded knowledge.

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

- Develop a consolidated Parent Handbook, Resource Guide, Volunteer Handbook, and other program procedures.
- Work closely with the Parent Policy Council to promote parent involvement and participation in Head Start.
- Work closely with the Head Start program to provide services to children and their families.
- Develop a plan to encourage communication, cooperation, and sharing among Tribal programs, and improve the delivery of Community Services to Head Start families through Partnership Agreements.
- Assist in the development of a Community/Family Needs Assessment and a systematic approach for collecting, compiling, and interpreting data through formal surveys and parent meetings.
- Assist Head Start in ensuring completion of the Head Start community/family assessment and the development of goals/objectives and appropriate planning to meet those needs.
- Assist Head Start Director in ensuring that Program goals and objectives, and newly revised performance standards are met and those other pertinent policies are adhered to.
- Coordinate all efforts to meet the non-federal match requirement, including the development of strategies to enhance the recruitment of volunteers from within the community.
- Develop/update recruitment plan which ensures enrollment of eligible children within the service area.
- Assist the Head Start Director in ensuring that the confidentiality of participant children's files and family records is maintained at all times.
- Work closely with families to encourage regular Head Start attendance.
- Promote the use of and speaking of Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.
- Will perform other related duties as assigned by the Head Start Director.

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

**Education and/or Experience:**

**Required:**

- BA or BS in Social Work or Social Service Area or related field.

- Must possess the ability to communicate effectively, both verbal and written.
- Awareness of Ojibway Culture
- Knowledge of Computers is a must
- Must be eligible for Tribal Vehicle Insurance
- Must feel comfortable with a computer: MS Word, MS Excel, MS PowerPoint, willing to learn ChildPlus.

**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 the ability to work with committees and groups of people to provide program services at an optimum level and possess an understanding of and sensitivity to the needs of low-income and disadvantaged people.
- Must possess good writing skills.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly. This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Strong computer skills.

**Reasoning Ability:**

Experience working with children.

**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 essential functions. Must be able to pass medical/physical examination which certifies individuals are physically able to work with preschool children. Must be able to pass tuberculosis testing. Must be physically able to lift children into and out of Head Start furniture and equipment, as necessary. Must be able to participate in pre-school activities with children in Head Start. The position may require sitting for extended periods. Some standing, walking, bending, stooping, and lifting to 50 lbs. on occasion is required.

**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 essential functions. Subject to inside and outside conditions. The noise level is 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](mailto:HRmanager@badriver-nsn.gov)

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