BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER **P.O. BOX 39** **ODANAH, WI 54861**

Job Title: **Abinoojiyag Resources Center (ARC) Case Manager**
Department: **Social and Family Services, ARC**
Hourly Rate: **$17.00 (Negotiable DOQ)**
Full Time: **40Hrs/Week**
Exempt: **No/Hourly**
Supervisor: **ARC Program Manager/S&FS Department Director**
Posting Date: **Public**
Opens: **October 26th, 2026**
Closes: **Open Until Filled**

Summary: The Child Welfare Case Manager will be responsible for providing case management services for on reservation child protection cases (CPS). This position will also be assigned ICWA cases and function as an ICWA advocate for off-reservation cases.

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

- Assist in investigations of child abuse or neglect including joint investigations with Ashland County Human Services Department as requested.
- Conduct child welfare checks on suspected neglect cases.
- Provide home care plans, and voluntary case plans/informal resolutions that will include referrals for services and culturally appropriate services in compliance with Target Case Management and Title IV E.
- Conduct face-to-face home visits with children in-out home care monthly in compliance with Title IV E guidelines.
- Prepare and participate in preliminary review hearings prior to the court hearing.
- Attend Truancy Intervention team meetings as scheduled by the department.
- Attend all court hearings associated with the on-reservation cases.
- Prepare and submit court hearing and file petitions with Tribal Prosecutor.
- Maintain client records according to policies & regulations.

The ARC Case Manager will function as an ICWA Advocate for ICWA cases and be expected to:

- To monitor active efforts compliance and culturally appropriate services with county, state, or contracted agencies.
- Attend court hearings either in person or by telephone.
- Prepare and present reports on the status of ICWA cases to the ICWA committee every month.
- Provide Qualified Expert Witness testimony as approved by supervisor and ICWA Committee.

Other Duties:

- Will prepare and submit monthly reports, provide quarterly statistics to the ARC Program Manager.
- Maintain essential program documentation relating to achieving program goals and objectives.
- Attend program-related meetings, training, and workshops.

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.
- A minimum of one (1) year of experience in the Social work or human service field.
- Experience working in Indian Country.

Preferred:

- BA/BS 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 social work best practice standards.
- Must have excellent communication skills oral and written.
- Indian Child Welfare Act and child protection services.
- Willing to work with various agencies such as Tribal/County Social/Human Service Department, the court system, ICW Committee, 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.

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

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:

- This position requires an individual to demonstrate diverse communication skills written and oral.

Reasoning Ability:

- Desire to work with families to create a positive solution that will benefit children.
- Communicate effectively in a professional setting as well as working with families.
- Must be able to problem-solve.

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
HRassistant@Badriver-nsn.gov