

9/23

POSITION DESCRIPTION

POSITION: Tribal Liaison/Family Spirit Home Visitor **LICENSED:** No
30-40 hours per week
DEPARTMENT: Bay Mills Social Services **GRADE:** 8
REPORTS TO: Social Services Director **SATUS:** Non-Exempt

POSITION SUMMARY:

Functions as an advocate and navigator for families encountering the child welfare system and provide education and support to families through home visiting services using the Family Spirit model. Families served will be identified, through tribally established criteria and who are at risk of or experiencing child protective service intervention. Ensures coordination, and communication across services, agencies and community partners, both tribal and non-tribal.

ESSENTIAL FUNCTIONS:

1. Undergo extensive training to ensure and maintain core competencies and knowledge reflecting Indian Child Welfare Act (ICWA) and Michigan Indian Family Preservation Act (MIFPA) child custody proceedings and placements;
2. Participate in effort to inventory and map local resources and services for families experiencing or at risk of removal;
3. Serve as the lead point person, Tribal Liaison/Family Spirit Home Visitor responsible for ensuring access to high quality services and coordination between local, tribal and state agencies;
4. Meet with families one-on-one and/or along with other local, tribal and state agencies;
5. Serve as a liaison between and among local, tribal and state agencies, including tribal court, well-child, home visiting, child welfare, substance abuse treatment, recovery support, MAT, social services, legal services, educational services, child care, employment support, housing, etc.
6. Monitor services for all identified families, providing trouble shooting, navigation and support as needed, such as transportation, assistance with referrals, scheduling appointments, providing education and support around proper medication use, completing support plans for every family and ensuring cross-provider/cross-services communication;
7. Perform data collection and documentation necessary for compliance, providing requested information for grant reporting to the Inter-tribal Council as well as to appropriate Tribal department.
8. Provide leadership through respect, credibility, problem solving, reliance on accurate information and resources, and focus on mission.
9. Establish and maintain effective and non-judgmental working relationships with families and providers within local and tribal service systems.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. The employee is occasionally required to bend, squat,

crouch, kneel, balance, push/pull, and reach above shoulder level. The employee must occasionally lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. Associate Degree or equivalent experience required, B.S. degree plus additional credential/certification in substance abuse, behavioral health, social work, or criminal justice preferred.
2. Minimum of 3 years of experience in field of child protective services, behavioral health, criminal justice, and/or social services with Tribal organizations, American Indian communities, or other populations who experience significant disparities and/or systemic barriers preferred.
3. Must be familiar with social determinants of health and health equity approaches and have demonstrated skills in navigating legal systems, especially child protective services, behavioral health and recovery systems.
4. Must be able to travel when required.
5. Excellent interpersonal and organizational skills required.
6. Computer skills, including email and internet, and Microsoft Word, are required.
7. Must be able to work independently and as part of a team.
8. Must have an excellent past work record.
9. The incumbent must be free of any criminal record involving any felony, or certain misdemeanors, including, but not limited to; any crime against a child or vulnerable adult, any crime involving drug abuse, any crime involving domestic abuse, sexual assault and/or abuse, assault, assault and battery, disorderly person, theft, crime of poor morale character. Traffic offenses may be permitted upon the discretion of the director.
10. Must be free from substantiated child abuse or adult protective services cases.
11. Must pass a tribal, state and federal criminal background check.
12. Must be free from drugs, must pass drug screen and be willing to subject to unannounced drug screens.
13. Must have valid driver's license with good driving record.
14. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: September 23, 2022 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Tribal Liaison

*Applications can be found at www.baymills.org under "employment opportunities"