Position: (1) Case Manager (1) ND Office Child Protection Services

Salary Range: ($17.34-$21.68) + Annual and Sick Leave (HOURLY-Eligible)

Opening Date: August 20, 2020  Closing Date: September 03, 2020

Scope of Work:
A Child Protection Services Case Manager will be responsible for overall case management functions to ensure compliance of Tribal, Federal and State laws and regulations pertaining to child protection services.

Duties and Responsibilities:
1. Develop case work utilizing the case management protocols and procedures for child protection service case and permanency plans of clients.
2. Implement case management and permanency plans that meet the needs and goals of the clients as recommended or court ordered.
3. Maintain assigned caseload and ensure client documentation and information is in compliance and in accordance with case management requirements.
4. Maintain accurate documentation to ensure client files are updated and complete.
5. Provide monthly case activity and time study reports.
6. Conduct monthly client visits and document progress, issues or concerns of (Title IV-E, 638, ICWA) cases.
7. Respond to inquiries and complaints from clients and public.
8. Issue referrals of available resources to clients.
9. Attend court proceedings to provide vital information regarding client cases.
10. Complete tasks as assigned within the scope of the Child Protection Services program.

Qualifications:
1. Two (2) year Degree in Human Services, Social Work, Sociology or related Social Service field.
2. Must possess strong computer skills with working knowledge of Microsoft Office programs.
3. Must be proficient in carrying out general office duties such as; filing, typing, transcribing with efficient office equipment (copy, fax, printers, and telephone) operation.
4. Must possess a strong work ethic and organizational skills with special attention to detail and ability to operate under pressure and stress.
5. Must be able to understand and carry out both verbal and written instructions and request clarification when needed.
6. Must possess excellent customer service skills and demonstrate professionalism; maintain tact, courtesy, composure and flexibility when dealing with a variety of personalities.
7. Must possess a valid driver’s license.
8. Pass a contact or control over children background check.

Níktč’i chiyapi ki Wówašečùnpi Un patstanpi
“Promoting Self-Sufficiency through Employment”
JOB REQUIREMENTS:
1. Respond to reports of child abuse/neglect, provide testimony in court and will be 
required to serve "on-call" status as scheduled.
2. Sign a Child Protection Services Program confidentiality statement with understanding 
of the penalties for any violations as it pertains to client information.
3. Become knowledgeable with funding (638, Title IV-E) sources and HIPPA requirements 
as it pertains to case management.
4. Become knowledgeable of the SRST Tribal Family Code and tribal, state and federal 
court procedures.
5. Adhere to the Tribal Employee Personnel Policy and Procedures, Title XVIII-Tribal 
Employee, Title XXVII-Employee Code of Ethics.
6. Travel for training, community outreach purposes and transporting of clients.
7. Provide support to children, families and foster parents.
8. Maintain a positive working relationship with clients, coworkers, and community 
resources.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE 
SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND 
SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR 
REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Child Protection Services Office, 
Fort Yates, ND & McLaughlin, SD. The incumbent will work under the supervision of the Child 
Protection Services Program Director.

APPLICATIONS:

Submit a Tribal Application to the Human Resource Department, Standing Rock Sioux Tribe, 
P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT 
BE CONSIDERED.