



<b>Employee Job Description</b>		
<b>Position</b> Truancy Intervention and Prevention Services Manager		
<b>Position ID #</b>		
<b>Facility:</b> Education Building		
<b>Job Family:</b> Education Department	<b>Comp Grade:</b>	<b>Status:</b> Full-time

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

**TIPS Case Manager will assist children, youth and families in overcoming obstacles to obtaining regular school attendance and academic achievement through intensive comprehensive strengths-based programming, and help to prevent entry into the Child Welfare system.**

**Essential Functions:**

**TIPS Case Manager will promote healthy and productive outcomes related to their emotional, behavioral well-being, social, and educational progress.**

**The TCM also serves as a liaison between school and truancy court, and assists the families by providing resources, information, and community linkages to help the families overcome the barriers, and ensures that the unique needs that tribal children and youth are being met.**

**TIPS Case Manager Job Duties:**

- Implement Truancy procedures through St. Croix Tribal court system
- Develop a network of support services to meet the needs of truant youth.
- Offer support for intervention and preventions services (AODA, mental health services, etc.) through St. Croix programs for children, youth and families within the St. Croix Tribal communities.
- Serve as a liaison with the courts, prosecutors, and area law enforcement.
- Provide crisis intervention services and be available for on-call duties.
- Be able to maintain case files adequately and confidentially.
- Performs home and school visits as needed.

- Attends community meetings and events and performs research on available support groups/resources outside of tribe.
- Will be required to travel between schools that serve the St. Croix tribal communities
- Prepares monthly reports
- Must be knowledgeable about the St. Croix history and provide cultural adaptation to evidence-based programs and practices.
- Must be trained on trauma informed care
- Any other duties assigned by supervisor

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:**

Supervising the Truancy Intervention and Prevention case worker as needed

**Supervisory Responsibilities:** N/A

**Directly Reporting to:**

Karen Washington: Education Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with the St. Croix Tribal Court system, children, youth and parents/guardians.

**Physical Demands/Environment Factors:**

- Walking
- Interacting with students
- General clean up in the classrooms and kitchen
- Potential contact with inclement (summer) weather
- Some travel

**Preferred Qualifications:**

- **TIPS Case managers are required to have a BA/BS from an accredited college/university in Social Science, Behavioral Science, Education or closely related field with three years' experience that includes case management for juvenile corrections programs and be knowledgeable about ICWA (Indian Child Welfare Act)**

- **Must have experience working with children/youth services, family services, and/or mental developmental disability services and substance abuse programs.**
- **Must have a valid driver's license and maintain a satisfactory driving record.**
- **There are no traditional office hours for TCM, they may be required to work specifically during the school year and provide maximum involvement with the families.**
- **TIPS Case Managers will be expected to carry 10-30 cases at any given time.**

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.