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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**JOB DESCRIPTION**

**Posted: February 10, 2026 Deadline: February 20, 2026**

**POSITION:** Children's Protective Services Worker  
**DEPARTMENT:** Lac Vieux Desert Social Services Department  
**LOCATION:** Lac Vieux Desert Social Services  
**SUPERVISOR:** Lac Vieux Desert Social Services Director  
**EMPLOMENT:** Full-Time  
**SALARY/PAY RATE:** \$25.00-\$30.00 per hour DOE

**DESCRIPTION:**

Protective Services ("CPS") Worker who is eager to empower families in our Tribal community and is responsible for investigating and assessing reports of abuse, neglect, and exploitation involving children, elders, and vulnerable adults on tribal lands. Develop and implement case and safety plans, engage in prevention and community education, collaborate with tribal courts, law enforcement, and external agencies, and advocate for clients' best interests under tribal, federal, and state regulations including ICWA.

**RESPONSIBILITIES:**

The following responsibilities are illustrative and not exhaustive. The omission of specific statements of duties does not exclude the CPS Worker from the duties if the work is similar, related, or a logical assignment to the position.

- Receive and respond to all complaints, whether in written correspondence, email, personal contact or via phone, of suspected abuse, neglect and/or abandonment concerning vulnerable populations.
- Conduct prompt and thorough investigations via interviews, home visits, and coordination with law enforcement.
- Evaluate safety risks and develop individual service and safety plans.

- Arrange for emergency removals, guardianships, foster placements, or family-based alternative care when necessary.
- Evaluate safety risks and develop individual service and safety plans.
- Conduct interviews of children and adults, including victims and/or perpetrators, concerning allegations of abuse, neglect and/or abandonment to ascertain the validity of allegations, document living conditions, and determine the need to remove the children from an unsafe environment.
- Prepare detailed investigation reports, court filings, and case records.
- Testify before tribal or state courts and provide expert findings.
- Inform clients of available social service programs to assist with the familial needs.
- Establish and maintain up-to-date confidential client files, including hard copies and computer databases to provide accurate recording and availability of case information.
- Submit written referrals to and consult with the Social Services Department, LVD Indian Child Welfare Committee and LVD Tribal Law Enforcement to assess immediate danger for removal of vulnerable communities.
- Receive reports, referrals, and resources from the LVD Education Department, other members of LVD Social Services, LVD Tribal Law Enforcement and other appropriate Tribal Departments.
- Prepare all written reports for presentation in the Tribal Court and appear at each required court hearing to testify and present recommendations for disposition.
- Assist with child removal and placement as authorized by applicable law.
- Properly implement in a timely matter, all provisions and requirements of applicable law.
- Availability for on-call duty outside normal working hours to handle complaints and investigations when immediate attention is warranted to protect vulnerable persons within the LVD community.
- Serve as a member of applicable multi-disciplinary teams on behalf of the Social Services Department.
- Serve as an expert for the LVD Indian Child Welfare Committee.

**OTHER DEPARTMENTAL INTERACTION:** In addition to daily interaction with the Social Services Department, the CPS Worker will regularly work with and/or assist the LVD Indian Child Welfare Committee, LVD Prosecutor's Office, LVD Tribal Law Enforcement Department, LVD Education Department, LVD Tribal Court and other Tribal Departments as necessary.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, stand and sit while working at his/her workstation, computer terminal. The employee will regularly be required to travel to meet with the victim, attend court hearings and other meetings that may require prolonged periods in his/her vehicle and require him/her to

climb steps or steep inclines in private residences that are not barrier free. The employee may also be required to do light lifting with various files as needed.

### **MINIMUM QUALIFICATIONS & EDUCATION REQUIREMENTS:**

While previous Law Enforcement experience is preferred, the following are the minimum qualifications and education requirements.

- Current and Valid Driver's License.
- Minimum Education Requirements:
  - a. Bachelor's Degree:
    - i. A four (4) year Bachelor's Degree in Human Services from an accredited college or university is preferred but applicant with a four (4) year degree in any related field from an accredited college or university; **AND**
    - ii. One (1) year of experience investigating child abuse allegations; assessing client's needs and eligibility for social services, community services, legal or medical services; or counseling.

#### **OR**

- b. Associates Degree and two (2) years of experience.
  - i. An Associates Degree from an accredited college or university; **AND**
  - ii. TWO (2) years of experience investigating child abuse allegations; assessing client's needs and eligibility for social services, community services, legal or medical services; or counseling clients.

#### **OR**

- c. High School Diploma/GED and four (4) years of Social Services related experience; **AND**
  - i FOUR (4) years of experience investigating child abuse allegations; assessing client's needs and eligibility for social services, community services, legal or medical services; or counseling clients.

### **PREFERRED QUALIFICATIONS:**

- Considerable knowledge of the theories, practices and investigative techniques used in child protection and family support.
- Working knowledge of the LVD Constitution and governmental structure.
- Working knowledge of the implementation of child protection and family support.
- Working knowledge of applicable Tribal law related to implementation of child protection and family support.
- Working knowledge of Tribal Court Rules, LVD Criminal Code, procedures and practices related to child protection proceedings.
- Working knowledge of the federal Indian Child Welfare Act (25 USC §§ 1901-1963).
- Working knowledge of the federal Indian Child Protection and Family Violence Prevention Act (25 USC §§ 3201-3211).
- Working knowledge of other federal, tribal, state and local laws governing child protection.
- Working knowledge of federal, tribal, state, county and community social service programs available for child protection and family support.
- Working knowledge of Tribal communities, cultural customs and Tribal operations.
- Working knowledge of professional ethics related to child protection proceedings.
- Ability to collect, organize and evaluate information to develop logical conclusions.
- Ability to interview children and adults to determine the validity of allegations.
- Ability to apply crisis intervention techniques.
- Ability to maintain composure during investigations, interviews, court direct examination and cross examination testimony.
- Ability to effectively work with others.
- Ability to effectively communicate in writing and orally.
- Ability to work under stressful conditions.
- Ability to handle and maintain confidential information.
- Ability to workdays, nights, weekends and holidays.
- Ability to use a computer and related software or devices.
- Ability to safely operate a motor vehicle with a valid driver's license.
- Ability to attend extensive training in child abuse/child sexual abuse, neglect, youth services casework and any other training required by the Social Service Department Director.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position Native American preference shall apply in accordance with Lac Vieux Desert Policy. .*

**Date Approved by the Tribal Council: 01/13/2026**