

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



**Human Resources Dept.**  
Toll Free: 1-877-279-9097  
Phone: 1(530)335-5421 ext. 2102  
Fax: 1(530)335-6340

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Tribal Chairperson    Tribal Vice Chairman    Tribal Secretary    Tribal Treasurer    Sergeant-At-Arms

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### Position Description

**Title:** Case Worker  
**Department:** Social Services  
**Reports To:** Social Services Coordinator  
**Classification:** 32 to 40 hours a week  
**Pay:** \$18.00 to \$20 DOE

#### Job Summary:

Social Services Case Worker will provide a wide range of services for Tribal members and clients within the social services department. The case worker must have the ability to multitask and perform job responsibilities at a high functioning level which will include intake and processing Tribal member and client assessments, individual, family and youth case management and work closely with other department within the Pit River Tribes organization. The case worker will ensure Pit River Tribe's policies, finance fiscal department policies and social services program policies are adhered to. The case worker will ensure program applications are complete and processed in a timely manner and Tribal members and clients case plan needs are met within the department's capacity. The case worker will advocate for Tribal members and clients and their needs including submitting referrals to other resources and agencies. Position is grant funded.

#### Essential Duties and Responsibilities:

The Pit River Tribe is committed to community service and the wellbeing of its members. Because of this, each employee may be expected to perform a wide range of office and field duties relating to this position.

- Ensure the proper forms are produced, maintained for distribution, and recording retention. Maintains documentation required to certify eligibility for all federal grants and Tribal programs.
- Ensures that applicants for assistance meet all required information and eligibility requirements including non-duplication of services from other entities whether State, County, Tribal or Federal.
- Ensures eligibility of members through our Enrollment Department.
- Works closely with the Social Services Coordinator to ensure funding is available in each program.
- Assist in the collection of demographic information to challenge census data on Pit River Members, and lands

- Maintains confidentiality of all applicants and will not share any information unless written consent from the applicant is on file.
- Other job-related duties as assigned.

**Qualifications Desired Knowledge:**

- Preferred accredited college degree in the field or equivalent work experience in a similar setting.
- Office skills in Social Services or related field. (i.e., computer, copy, fax, other software as needed)
- Familiar with federal law, and tribal regulations and policies.
- Have the ability to work effectively with Native American people in a culturally diverse environment.
- Have good time management skills, and be able to work under stressful conditions. +
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Good verbal and written communication skills as this position works with a variety of entities government's, state, county, federal, and tribal.
- Have the ability to follow written and oral instructions.

**Requirements:**

- Must possess a high school diploma or equivalent, and have a background in administrative program work.
- Must have a minimum of one-year office environment experience.
- Must have a demonstrated ability to communicate effectively with governing boards, management team members, and professional colleagues, regarding employment practices.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the Social Services Coordinator.
- Must have demonstrated abilities to initiate and follow through on complex tasks, manage time, and meet deadlines.
- Adhere to all PRT policy including confidentiality.

- Must successfully pass a pre-employment drug and alcohol screening, and be willing to submit to a criminal background check.

**Working Conditions:**

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

**Working Environment:**

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

***Indian Preference:*** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

***Knowledge of Pit River Tribe:*** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

***Other related duties as assigned:*** The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**All candidates:** Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.