

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Career Caseworker
Department: Social Services
Reports To: Social Services Manager
Classification: Exempt Fulltime
Pay: \$45,000 - \$65,000 DOE

Job Summary:

The Career Caseworker plays a pivotal role in the pursuit, implementation, and guidance of providing services Tribal members with a disability to gain competitive employment. This role ensures continuity and consistency in employment and/or training services to Tribal member to aid them in becoming employed in a position which meets their goals, gives them the opportunity to be self-supporting, and provides opportunities for career advancement. The Career Caseworker is headquartered in the Administration Building under the supervision of the Social Services Manager but often works in casework, counseling and assisting clients throughout the four-county area. The Career Caseworker will be responsible for familiarizing themselves and assist clients with the specific needs, assessments, referrals and quality assurance.

Essential Duties and Responsibilities:

- Designs, implements, and maintains a comprehensive social services caseload
- Complies with program policy, procedures, and standards.
- Develops strong relationships with Tribal members and community.
- Maintains working knowledge of vocational rehabilitation services and other casework best practices
- Provides services in adherence to Rehabilitation Services Administration (RSA) requirements under the Rehabilitation Act, adhering to Certified Rehabilitation Counselor (CRC) code of ethics.
- Provides and creates Individualized Plans for Employment (IPE) in accordance with disability limitations as outlined in DSM 4-5, ICD 9-10, abilities, client goals, and assessment evaluations.
- Determines client eligibility for VR Program in adherence to RSA regulations.
- Coordinates with other social service programs and other Tribal departments, as needed, to assist clients in overcoming employment barriers.
- Develops and maintains relationships with internal and external employment resources including, but not limited to, private contractors, local and State government programs to assist Tribal members.
- Coordinates assessment testing including physical capacity testing, psycho-educational and neuropsychological evaluations.
- Maintains documented client files and database within established RSA time lines and guidelines to include, but not limited to, application, eligibility documentation, and service delivery.

- Maintains Federal, State and Tribal laws.
- Maintains a caseload of Tribal members with disabilities.
- Responsible for outcome of client casework.
- Attends State and Federal trainings pertaining to both VR and other social services programs.
- Participates in Client, Department Meetings.
- Provides appropriate referrals for non-eligible Tribal members.
- Performs a variety of other duties as assigned by supervisor.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience:

- Experience as a mentor for Tribal members
- Requires an Associate's degree in Human Services and/or a minimum of two (2) years in the Social Service Field. Bachelor's Degree preferred.
- Four years of related professional experience in social services and/or administrative experience.
- Experience and success with Federal grant management/reporting requirements.
- Requires demonstrated knowledge of Tribal purposes, organizations, policies and procedures.
- Requires the ability to ensure that all services are delivered in a culturally competent manner.
- Working knowledge of all MS Office applications.
- Must have good written and oral communication.
- Must have excellent networking and interpersonal skills.
- Must have computer skills.
- Requires excellent case management skills.
- Must be able to use judgment in the analysis of facts and circumstances surrounding individual problems or transactions in determining actions to be taken within the limits of policies and procedures.
- Must have the ability to give technical guidance to others related to employment and career guidance issues.
- Must have the ability to work with angry or disgruntled clients in a cooperative and effective manner.
- Requires experience working with individuals with a disability
- Requires demonstrated human relations and counseling skills.
- Requires an ability to maintain and protect confidentiality.
- Knowledge of the tribal dynamics of interpersonal relationships; knowledge of a broad range of community based programs, operations, and standards of practice.
- Ability to communicate effectively both verbally and in writing; plan, organize and prioritize tasks
- Must have conflict resolution skills
- Must have independent decision making skills.
- Must have the ability to perform multiple tasks in a fast-paced and stressful environment.
- Knowledge of and sensitivity to Native American culture required.

Working Conditions:

Work is primarily performed on-site however requires travel across the four-county area.

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.

Contact:

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