

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



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

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### Position Description

**Title:** Career Caseworker  
**Department:** Tribal Vocational Rehabilitation (TVR)  
**Reports To:** Tribal Vocational Rehabilitation (TVR) Director  
**Classification:** Exempt Fulltime  
**Pay:** \$65,000-\$75,000

#### **Job Summary:**

The Career Caseworker plays a pivotal role in providing culturally appropriate vocational rehabilitation (VR) services to Tribal members with disabilities. This position empowers clients to retain, regain, or obtain gainful employment consistent with their individual strengths, resources, and abilities. By combining intensive casework with counseling, this role ensures continuity in training and employment services to aid Tribal members in becoming self-supporting and achieving career advancement. The Career Caseworker is headquartered in the Administration Building under the supervision of the TVR Director but often works in casework, counseling and assisting clients throughout the four-county (Shasta, Siskiyou, Lassen, and Modoc) area.

#### **Essential Duties and Responsibilities:**

##### **Counseling & Assessment:**

- Provides counseling and guidance to help clients navigate barriers to employment.
- Conducts intake interviews and arranges for diagnostic, psycho-educational, and neuropsychological evaluations to determine program eligibility.
- Utilizes chemical dependency counseling skills or related human services counseling to support client stability.

##### **Planning & Implementation:**

- Develops and maintains Individualized Plans for Employment (IPE) based on client goals and assessment evaluations.
- Evaluates functional and vocational capacities to ensure employment goals are realistic and sustainable.

##### **Caseload Management:**

- Designs and maintains a comprehensive caseload for Tribal members with disabilities.
- Maintains documented client files and databases within established Rehabilitation Services Administration (RSA) timelines and guidelines.
- Ensures all services are delivered in a culturally competent manner.

**Networking & Advocacy:**

- Collaborates with potential employers concerning job analysis and assists with workplace modifications or assistive technology.
- Works with local school counselors and Special Education teachers to provide transition services for high school seniors with disabilities.
- Develops strong relationships with internal Tribal departments and external government

**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:**

- Requires an Associate's degree in Human Services and/or a minimum of two (2) years in the Social Service Field in casework. Bachelor's Degree preferred.
- 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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