



COLORADO RIVER INDIAN TRIBES

Human Resources

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PARKER, ARIZONA 85344
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Eldred Enas, Chairman

MARCH 9, 2012

#22-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH AND SOCIAL SERVICES
JOB TITLE: ADULT CASEWORKER
SALARY: \$13.00 – 15.00 PER HOUR (D.O.E.)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is a Social Worker/Caseworker position performing duties as provider of social work and case management services of Adult (primarily guardianship and de facto Adult in Need of Care) cases (as defined by the Tribal Code and the Code of Federal Regulations). The Adult Caseworker position is located in the Office of Social Services of the Department of Health and Social Services (DHSS). The Adult Caseworker maintains a caseload of approximately 30-35 cases. Each case represents a wide variety of needs and often involves the placement of adults in therapeutic group homes, residential and inpatient treatment facilities, board and cares, in-home placements, familial placements, and in other institutional care placements. The Adult Caseworker works under the direct supervision of (and receives guidance and direction from) the Social Services Manager.

DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Accept referrals for and complete adult service intakes.
- File petitions (on behalf of allegedly incapacitated and/or incompetent adults) for guardianship/conservatorship with the Tribal Court through the Office of the Attorney General.
- Coordinate the completion of competency evaluations by licensed professionals.
- Locate and investigate the appropriateness of family members to serve in the role of guardian/conservator for incapacitated/incompetent adults.
- Perform case management subsequent to the assessment of client needs, establish and implement case plans in accordance with the client's level of functioning.

- Establish and maintain time schedules.
- Monitor the progress of current/on-going cases.
- Conduct personal home and/or institutional visits
- Plan, develop and implement individual case plans which include: assessment/evaluation, prevention, intervention, referrals, and follow through care components while implementing methods for service delivery consistent with the U.S. Bureau of Indian Affairs (BIA) guidelines, rules and regulations as well as the standards, policies and procedures established by the Colorado River Indian Tribes (CRIT) and the Department of Health and Social Services (DHSS).
- Ensure confidentiality of all client information and records in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Coordinate placement plans for institutional care.
- Monitor client's progress.
- Coordinate client/family contact and visitation.
- Provide other direct and indirect assistance (referrals, etc.) clients while exercising independent judgment and decision-making.
- Provide consultation to facilities providing institutional care for adult clients.
- Conduct home visits for the completion of assessments, the assessment of progress, and the provision of personal contact between adults in need of care and their families. Maintain copious and coherent individual client records, progress notes and reports in accordance with BIA and Social Services standards.
- Prepare progress reports, summaries and annual reports for the Tribal Courts in compliance with the Tribal codes.
- Collaborate with outside service agencies and other Social Service staff members as required and during all case staffing meetings.
- Develop plans for the disbursement of funds from Individual Indian Monies (IIM) accounts for adults and submit said plans for the review and approval of BIA.
- Participate in community forums for the purpose of providing education regarding Social Services topics.
- Participate in Social Services staff meetings and case staffings.
- Conduct periodic quality assurance reviews of case-managed client records consistent with BIA standards.
- Participate in annual programmatic reviews conducted by DHSS, auditors, and the BIA.
- Be available for and participate in a rotating "on-call" schedule to provide afterhours crisis intervention and to complete time sensitive investigations related to alleged abuse and neglect.
- Complete informal investigations of complaints/reports of alleged abuse/neglect of elders and incapacitated/incompetent adults and submit any findings and recommendations to Tribal law enforcement.
- Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHSS programs, CRIT departments/offices, the Office of the Attorney General, IHS, institutional care providers/centers, Regional Behavioral Health Authorities, etc. and other service providers/agencies.
- Perform all other duties and assignments as directed by the Social Services Manager.

EDUCATION AND EXPERIENCE REQUIREMENT:

Successful completion of studies for a Bachelor's Degree in Social Work, Sociology, Psychology, Human Services, Education, or a related field or a graduate degree in a related field from a regionally accredited college or university. A minimum of one (1) year of full time relevant experience in the field of social services or mental health case management. The incumbent must possess a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The incumbent shall have a comprehensive knowledge of social services concepts, principles and best practices. The incumbent shall have a working knowledge of federal, state, local and Tribal laws, codes, ordinances, rules and regulations governing the operation of social services programs with emphasis on Title 25 of the Code of Federal Regulations, US Bureau of Indian Affairs rules and regulations, and the Health Insurance Portability and Accountability Act. The incumbent shall have working knowledge of available community, state, regional and federal resources and services from social service and related agencies (e.g., AHCCS, ALTCS, BHS, RBHA, Medicare, and Social Security). The incumbent shall possess a high degree of organizational skills, an ability to function independently, demonstrated oral and written communication skills, and applied computer skills (including, at a minimum, the ability to effectively use Microsoft Office Suite programs, Adobe Acrobat and database/report generating programs). The incumbent shall have a familiarity with Native American culture and traditions, a sensitivity to cultural differences and an understanding of the unique problems associated with Native American communities in rural areas. Employment is subject to a comprehensive background investigation (including fingerprinting) and a review of any and all criminal convictions in accordance with P.L. 101-630, the Indian Child Protection and Family Violence Prevention Act.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.

