



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

OCTOBER 27, 2011

#96-11

VACANCY ANNOUCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES- SOCIAL SERVICES PROGRAM
POSITION: ICWA CASE MANAGER
SALARY RANGE: \$15.00 - 18.00 PER HOUR (D.O.E.)
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The Child Welfare Case Worker is located in the Office of Social Services (SS) of the Department of Health Services (DHS). The ICWA maintains a caseload of approximately 30 - 35 cases presenting a wide variety of needs requiring foster home placements, institutional care, unwed mothers, counseling, and other social services. The ICWA is under the direct supervision of, and receives guidance and direction from the Manager of the Office of Social Services.

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.)

Perform case management through assessments of client needs, establish case plans in accordance with level of functioning, establish and maintain time schedules, monitor progress of on-going cases, and conduct personal home and/or institutional visitations. Plan, develop and implement individual case plans that include: assessment/evaluation, prevention, intervention, referrals, and follow through care implementing methods for service delivery consistent with U.S. BIA (Bureau of Indian Affairs) regulations, Colorado River Indian Tribes standards, programmatic policies and procedures, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable standards.

Coordinate placement plans for foster care children, monitor individual progress, coordinate parental contact and visitation, provide other direct and indirect assistance to children and families exercising independent judgment and decision-making, and provide consultation to facilities providing institutional care for neglected, dependent, and pre-delinquent youth. Conduct home visitations for conducting assessments, assessing

progress, and personal contact with client and family. Maintain copious and coherent individual client records in accordance with Bureau of Indian Affairs (BIA) Social Services, Tribal and other applicable standards. Prepare progress reports and social services summaries to courts, collaborating service agencies, and intra-office staff, as required or as requested. Develop plans for disbursement of funds from individual Indian Monies (IIM) accounts. Participate in community forums for purposes of providing education on available social service programs, application process and other information in service delivery area.

Participate in SS staff meetings, intra-programmatic case staffing, and case staffing with DSH programs and other service agencies/providers on a regular basis, or as requested. Conduct periodic quality assurance reviews of case-managed client records consistent with oversight agency standards and DHS policies, and participate in annual programmatic reviews conducted by funding and oversight agencies. On-call, crisis intervention, and irregular hours may be required.

Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHS programs, CRIT service departments/offices, CRIT Office of Attorney General, Indian Health Service, institutional care providers/centers, foster care providers, schools, Regional Behavior Health Agencies, etc., and other service agencies/providers. Maintain confidentiality in accordance with the federal Health Insurance Portability and Accountability Act (HIPPA).

Perform other related duties and assignments as directed by the Social Services Manager, within the scope of duties and responsibilities, and/or Department activities.

EDUCATION AND EXPERIENCE REQUIREMENT: Successful completion of studies for Bachelor's Degree in Social Work, Sociology, Psychology, or other related field. Minimum one (1) year of experience in child welfare, counseling, and case management. Educational requirements may be waived or substituted on the knowledge, ability and experience of the applicant.

KNOWLEDGE AND ABILITIES REQUIRED: Comprehensive knowledge of social services concepts, principles, and practices. Knowledge of federal, state, local and CRIT laws, codes and regulations governing social service programs, with emphasis on the 25 CFR (Code of Federal Regulations), U.S. Bureau of Indian Affairs regulations, the Indian Child Welfare Act and the Health Insurance Portability and Accountability Act, and general social services policies and procedures. Familiar with resources and services available from social service agencies (e.g., AHCCS, ALTCS, SSA, etc.). Possess organizational skills, ability to function independently, demonstrated oral and written communications skills, and applied

computer literacy. Familiar with American Indian culture and traditions and the local community. Possess a valid state vehicle driver's license. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, 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.

Pre-employment drug screening enforced.

