



# COLORADO RIVER INDIAN TRIBES

## Human Resources

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
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Eldred Enas, Chairman

**FEBRUARY 16, 2012**

**#09-12**

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** DEPARTMENT OF HEALTH SERVICES-SOCIAL SERVICES PROGRAM  
**POSITION:** SOCIAL SERVICES MANAGER  
**SALARY RANGE:** \$25.59 - \$28.89 PER HOUR D.O.E.  
**SUPERVISED BY:** EXECUTIVE DIRECTOR  
**CLOSING DATE:** OPEN UNTIL FILLED

**INTRODUCTION:** This position is a Social Worker performing duties as a provider and mid-management level manager responsible for the day-to-day operation and supervision of the Office of Social Services (OSS), Department of Health and Social Services (DHSS). As a provider, responsible for case management of comprehensive services, including child welfare, foster care services, adult institutional care, general assistance, individual Indian Monies accounts, and other social services functions. As a Manager, provide direction, guidance and supervision to the OSS Staff. The incumbent is supervised by, receives guidance from, and reports directly to the Executive Director, DHSS.

**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.)

Plan, implement and coordinate methods for service delivery consistent with Colorado River Indian Tribes regulations, standards, programmatic policies and procedures, the Health Insurance Portability and Accountability Act (HIPPA), and other applicable standards. Provide direct and indirect assistance to families; adults, and children, maintain a client caseload of the more difficult and complex cases with emphasis on geriatric and medical cases; and exercise judgment and decision-making in reviewing and assigning cases to staff.

Perform and oversee staff case management through comprehensive assessments of client needs, establish case plans in accordance with level of functioning, establish and maintain time schedules, monitor progress of ongoing cases, and personal home and/or institutional visitations. Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHSS programs, CRIT service departments/offices, CRIT Office of the Attorney General, Indian Health Services, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Agencies, etc., and other service agencies/providers. May serve on intra-departmental committees and local inter-agency forums, boards, workgroups, and task teams.

Conduct periodic quality assurance reviews of client records consistent with oversight agency standards and DHSS policies and participate in annual programmatic case staffing, and case staffing with DHSS programs and other service agencies/providers on a regular basis, or as requested. Responsible for effective utilization of available

tribal or public resources by preparing annual programs/project operating funding proposals, special needs budgets, goals and objectives, work plans, and operating and supporting documents.

Implement financial management controls in compliance with Federal, Tribal, and project statutes, regulations, and/or codes, conduct analysis of project expenditure trends; reconcile actual expenses to project expenses (cuff account); and initiate budget modifications, as necessary, consistent with approved budget plans, scope of work and financial management standards. Implement and conduct progress reviews of goals and objectives, planned further activities work plan, time lines, compliance with project standards, etc., and initiate modifications, as necessary, to work plans in order to achieve goals and objectives.

Prepare and submit timely, current and accurate monthly, quarterly, semi-annual, and annual progress reports, periodic evaluation, and status reports, home studies, case summaries and other required records/reports. Establish and maintain programmatic policies and procedures, guidelines, and standards of operation. Establish and manage client records management system in compliance with HIPAA. Perform supervisory functions, such as, staff schedules and assignments, on-going performance evaluation, individual development plans, comprehensive orientation for incoming staff, and general compliance in accordance with standards of the Colorado River Indian Tribes Employee Handbook.

On-call crisis intervention and irregular hours may be required. May perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

**EDUCATION AND EXPERIENCE REQUIREMENT:** Successful completion of studies for Master of Social Work (MSW), or related field, from an accredited college or university. Minimum of (2) years of full time work experience, including at least one (1) year supervision, in social work, or related field. Possess a valid state vehicle driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** Comprehensive knowledge of social services concepts, principles, and practices. Applied knowledge of administrative and supervisory concepts, and principles. Knowledge of federal, state, local and CRIT laws, codes and regulations governing social services programs, with emphasis on the 25 CFR (Code of Federal Regulations), US 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 services agencies (e.g. AHCCCS, ALTCS, SSA, etc.). Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas. 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:**

**C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**FOR EMPLOYMENT APPLICATION VISIT: <http://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.

**CRIT OFFERS:** Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.