



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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VACANCY ANNOUNCEMENT

APRIL 19, 2013

#50-13

DEPARTMENT: DHSS/SOCIAL SERVICES
POSITION: SOCIAL SERVICES MANAGER
SALARY: D O E
CLOSING DATE: **OPEN UNTIL FILLED**

SUMMARY:

This position is a Social Worker position performing duties as provider and mid-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). The Social Services Manager is responsible for the administration of a comprehensive slate of social services, including child welfare (child in need of care, as per the Code of Federal Regulations and Tribal Code) case management, child welfare investigations, placement, foster care recruitment/licensure/case management, adult institutional care case management, general assistance case management, the case management of "Individual Indian Monies" accounts, and other social services functions. In addition to administrative and supervisory duties, the Social Services Manager carries a case load of adult and/or child cases. Including case management of cases in each of the categories previously listed. As an administrator, the Social Services Manager is responsible for providing oversight and direction, guidance, and supervision to the OSS staff in regard to case management. The incumbent is supervised by, receives guidance from, and reports to the Executive and Deputy Directors.

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.)

- The incumbent shall be responsible for the planning, implementation, and coordination of methods of service delivery consistent with Colorado River Indian Tribes regulations, standards, programmatic and departmental policies and procedures, the Health Insurance Portability and Accountability Act (HIPAA), Title 25 of the Code of Federal Regulations, the Tribal codes, and other applicable standards. The incumbent shall 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 sound judgment and decision making in reviewing and assigning cases to staff.

- The incumbent will perform and oversee staff case management and investigations through the comprehensive assessments of client needs, the establishment of case plans in accordance with level of functioning, the establishment and maintenance of time schedules, the monitoring or progress of ongoing cases, and the conduct of personal home and /or institutional visits. The incumbent will establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as intra-DHSS programs, CRIT service departments/offices, the CRIT Office of the Attorney General, the CRIT Police Department, the Bureau of Indian Affairs, the Federal Bureau of Investigation, the Indian Health Service, institutional care providers/centers, foster care providers, schools, the Regional Behavioral Health Authority (RBHA), etc., and other service agencies/ providers. The incumbent may serve on intra-departmental committees and local inter-agency forums, boards, workgroups, and task teams,
- The incumbent shall be responsible to conduct periodic quality assurance reviews of client records consistent with oversight agency standards and DHSS policies and to participate in annual programmatic reviews conducted by funding oversight agencies. The incumbent shall participate in OSS staff meetings, intra-programmatic case staffing with DHSS programs and other service agencies/providers on a regular basis or as requested. The incumbent shall be responsible for the effective utilization of available tribal or public resources by preparing annual programs/project operating and funding proposals, special needs budgets, goals and objectives, work plans, and operating and supporting documents.
- The incumbent shall implement financial management controls in compliance with Federal, Tribal, and project statutes, rules, 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. The incumbent shall implement and conduct progress reviews of goals and objectives; develop work plans, timelines, ensure compliance with project standards, etc., and initiate modifications, as necessary, to work plans in order to achieve goals and objectives.
- The incumbent shall prepare and submit timely, current, and accurate monthly, quarterly, semi-annual and annual progress reports, periodic evaluations, and status reports, home studies, investigative reports, petitions, case summaries, case notes, and other required records/reports. The incumbent shall establish and maintain programmatic policies and procedures, guidelines, and standards of operation. The incumbents shall establish and manage a client records management system in compliance with HIPAA. The incumbent shall perform supervisory functions, such as,

staff scheduling and assignments, the completion of on-going performance evaluations and individual development plans, the completion of comprehensive orientations for incoming staff, and remain in compliance with the CRIT Employee Handbook. Availability for on-call and crisis intervention duties and irregular work hours is required. The incumbent may perform other duties and assignments as directed within the scope of project activities and/or duties and responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Successful completion of studies for a Master of Social Work (MSW) or a graduate degree in a related field from a regionally accredited college or university. A minimum of three (3) years of full time relevant experience in the field of social services, including at least one (1) year of relevant supervisory experience in social services or a related field. The incumbent must possess a valid driver 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 an applied knowledge of administrative and supervisory 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, the Indian Child Welfare Act, and the Health Insurance Portability and Accountability Act. The incumbent shall have a working knowledge available community, state, regional, and federal resources and services from social service and related agencies (e.g., AHCCCS, 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 generation programs). The incumbent shall have a familiarity with Native American culture and traditions, 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**

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 is required.