

**POSITION DESCRIPTION:           CASE MANAGER**

**GENERAL PURPOSE**

The Case Manager is responsible for the delivery of a variety of departmental services to Tribal members and their families.

**SUPERVISION RECEIVED**

Will work under the direct supervision of the Social Services Director

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide case management services to Tribal members and their families in accordance with the requirements set forth in BIA 25 CFR Part 20, and policy provided in 66 BIA Manual and with the policies of the Yavapai-Apache Nation and Title IVB Grant requirements.
- Administer and deliver services to include, intake interviews and assessments, parenting education, family support services.
- Coordination between substance abuse programs, behavioral health, YAN PD, probation, and state side courts.
- Facilitate monthly team meetings with appropriate departments to maintain client support for success.
- Provide service plans for SMI clients which includes life skills, vocational assistance, behavioral health assistance and client independence.
- Case Manage Homemaker clientele.
- Coordinate and oversee foster parent team meetings.
- Prepare required documentation and reports.
- Attend Court hearings as required.
- Utilize and make referrals to community resource programs.
- Provide Child Protective Services (CPS) services on weekends on a rotating basis.
- Maintain a positive working relationship with Tribal members and Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of case management practices and ethical standards
- Must maintain complete confidentiality of all information relating to the individual's case plan and department's services issues, except as required by law.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Minimum five (5) years professional case management experience, preferably experience with Native American clientele.
- Ability to interpret and implement Federal and Tribal Laws, Rules and Regulations.
- Must be able to read, write and speak the English language, bi-lingual preferred.

- Ability to communicate effectively, both orally and in writing.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.

- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

**PHYSICAL REQUIREMENTS**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee is frequently in the field performing assessment of protection needs and subject to various conditions of terrain, weather and animals.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Employee Acknowledgement

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Date