

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: Case Manager I

Department: Tribal Social Services

Required Qualifications/Essential Duties:

- Associates Degree from an accredited university in Human Resources, Social Work, Psychology or other related field or a minimum of four years experience in Social Work, Social Services or closely related field, including extensive experience with ICWA, Crisis Management, Counseling and Family Violence- **Required;**
- Experience working in alcohol/drug treatment program, possess or be working towards one or more of the following: RAS, CAADAC, NAADAC, C.A.A.R.R., RAS and/or IACC, Inc. certification for Alcoholism and other Drug Counseling;
- Valid California Driver License- **Required;**
- Must be insurable through companies' carrier and maintain through employment- **Required;**
- Be available 24 hours a day for crisis situations in regarding to ICWA services;
- Screening, intake, orientation, assessment, treatment planning, counseling, client education, referral, treatment placement (aftercare), and case management;
- Maintain knowledge and practice of Substance Abuse and Treatment local/state/federal practices, the Tachi Yokut culture and established Tribal/Departmental policy and procedures; practice established client confidentiality policy and procedures;
- Conduct regular case reviews to ensure departmental compliance and overall case management accuracy;
- Maintain knowledge and practice of Substance Abuse and Treatment local/state/federal practices, the Tachi Yokut culture, and established Tribal/Departmental policy and procedures; practice established client confidentiality policy and procedure;
- Update case status reports daily and provide weekly reports and specialized reports as needed;
- Provide supportive modeling, coaching, teaching and assist clients in recognizing and correcting home, family and social conditions contributing to problems; Attend court hearings as needed;
- Investigate and intervene with cases as needed to ensure Indian Child Welfare Act (ICWA) compliance; Prepare court report in timely manner;
- Develop a supportive relationships and rapport with clientele and provide assistance and interventions with departmental guidelines;
- Offering guidance, support, rehabilitation and counseling in one on one or and group sessions; Able to assist clients in certain areas that my include: schools, home, community, facilities as well as following a flexible work schedule;
- Monitor children only at TSSD approved visiting locations for children awaiting placement, CPS family visitations and TCAO visitation as needed; Drive company/personal vehicle to conduct business on behalf of the Tribal Social Services Department.

Reports To: Director

Starting Rate of Pay: DOE --\$44,720.00 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: December 6, 2019

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.