

## **JOB ANNOUNCEMENT**

POSITION: **Case Manager**  
SALARY: **\$19.32 Hr. (Grade 17, Step 1)**  
DEPARTMENT: **Newe-Numa Resources Program**  
SUPERVISOR: **Tribal Administrator**  
CLASSIFICATION: **Non-Exempt**  
LOCATION: **Owyhee, NV**

**OPENS: March 30, 2023 CLOSSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATION:**

This position is subject to (random) drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

**JOB SUMMARY:**

Under the direct supervision of the Tribal Administrator, the incumbent will perform the responsibilities of case management with clients in the services describe in the Newe-Numa Resources Program (PL 102-477), i.e., Higher Education, Adult Vocational Training, Workforce Investment Act, General Assistance, Tribal Work Experience, Native Employment Works, and Child Care Services. The manager will manage the needs and information for the client related to accomplishing a determined goal.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Will gather information and documentation for case file completion and maintenance as prescribed by directives, rules, manuals, or contract stipulations.
2. Will provide basic social counseling to clients to assist in accomplishing a service plan.
3. Will refer clients to appropriate agencies/programs for client services on an as needed basis.
4. Will maintain, update, review, write narratives and provide case management on all clients.
5. Will perform case follow-up through written correspondence, telephone calls and/or personal interviews.
6. Will attend and participate in case staffing meetings.
7. Will interpret Federal, State or Program regulations to clarify services to be rendered.
8. Will review, screen and recommend for approval computer printouts for the purpose of assisting clients with service compensation.
9. Will establish and maintain a relationship with Federal, State, local and other tribal organizations for the purpose of providing complete services.
10. Performs other related duties as assigned by the Tribal Programs Administrator.
11. Will maintain contact with college bound students and maintain a work history.
12. Coordinate and collaborate with high school counselors for eligible students.
13. Perform outreach to other tribal higher education programs.
14. Maintain communication with students in the Shoshone Paiute Tribes Higher Ed Program.

**COORDINATION OF SERVICES:**

With the director's consultation and supervision, the incumbent will oversee the Education and Training Program (Higher Education, Adult VOCATION Training & Native Employment Works).

Oversee will include implementing the Education/Training programs according to the CFR's and internal policy and procedures and assuring that the program is administered Fair, consistent and equal.

Incumbent will make financial disbursement recommendations to the director for approval.

**ADMINISTRATION AND MANAGEMENT:**

1. Will follow the PL 102-477 plan as part of their duties.
2. Will submit written reports to the supervisor as required.

3. Will provide and maintain all statistical data related to the program under their oversight.
4. Will perform other related duties as assigned by the immediate supervisor.

**MINIMUM QUALIFICATIONS:**

1. Must be a High School graduate or have successfully completed the GED program.
2. At least 2 years of case management experience or related field.
3. Ability to interpret and explain Federal regulations governing eligibility.
4. Willingness to work with clients.
5. Knowledge of Privacy Act and have the ability to maintain client confidentiality.
6. Willingness and ability to coordinate and collaborate to host a college Question and Answer Session to high school students.
7. Willing to organize events.