

# **JOB ANNOUNCEMENT**

**POSITION:** Case Manager / Screener  
**DIVISION:** Judicial  
**SUPERVISOR:** Tribal Court Administrator  
**SALARY RANGE:** \$15.68 per hour (Grade 15 Step 1)  
**ACCOUNT CODE:** 2350-000-4000 (Recidivism Reduction Project)  
**CLASSIFICATION:** NON-Exempt

**OPENS: February 5, 2019**

**CLOSES: February 19, 2019**

**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 CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to and is expected to protect and keep confidential sensitive Tribal and personal data. This position is responsible for keeping an accurate accounting of and for the security of court-related documents for the Shoshone-Paiute Tribes. Additionally, this person may periodically operates a Tribal vehicle.

## **GENERAL OBJECTIVE AND OVERALL PURPOSE:**

The Case Manager/Screeners (herein "Screeners") is a position established to assist the Judicial Team by providing, among other things, intake screening to facilitate improved sentencing and court adjudication. The Screener will also assist with continuum of care, as well as other activities to support the Tribal Court in accomplishing its goals and objectives. (i.e. recidivism reduction).

## **SPECIFIC DUTIES:**

The Screener shall perform each of the following specific duties:

1. Provide intake screening to all recipients utilizing the approved intake tool. Unless otherwise directed by their immediate supervisor, screening reports will be submitted to the Screener's immediate supervisor upon completion of each intake.
2. Participate in the continuum of care meetings and discussions providing factual information pertinent to assist the continuum of care team in making informed decisions.
3. Participate in community service meetings to discuss project progress, status, issues, improvements, communications, reporting, evaluations, etc.
4. Assist the RRI Coordinator in assuring that all reporting requirements are completed and deadlines are met, i.e., data collection, appropriate forms completed, narratives based on project requirements. Keep all records confidential according to appropriate confidentiality laws and regulations.
5. Assist other employees, as directed by the RRI Coordinator, with the data entry of electronic court management software system.
6. Assure that all the day-to-day GAIN screening activities, filing, and reporting are in compliance with program requirements.
7. Assist every RRI participant with local, county, and/or state program applications for services that are needed based on the case management assessment.
8. Provide case management working with RRI clients on a daily basis.
9. The Screener shall fully comply with all other duties as assigned by their immediate supervisor.

## **MINIMUM QUALIFICATIONS:**

The Screener must be and shall remain fully compliant with the following minimum qualifications:

1. Must pass all standard tribally required pre-employment background checks, drug screens, and any random drug testing (as required).
2. Must have a valid Driver's License.
3. Must have a High School diploma or GED.
4. Must have experience in computers and basic software.

5. Must have excellent organizational skills with close attention to detail.
6. Must have great interpersonal skills to be able to work with a diverse group of people.
7. Experience with Case Management.

### **SUPERVISORY CONTROLS:**

The incumbent will be under the supervision of the RRI Coordinator, who will be considered the immediate supervisor. The chain of command and communication will be within the Judicial Services organization. During the period the Chief Judge is not physically located on the Duck Valley Indian Reservation, the Delegation of Authority will determine supervisory authority and responsibility.

### **SPECIAL CONSIDERATION:**

Individuals for this position will need to demonstrate the ability to manage multiple tasks and time management. The individual will need to be able to work independently with minimal supervision. Incumbent will be required to work with various levels of professionals, paraprofessionals and line staff to ensure communications, work environments and directions are positive and appropriate. Verbal and written communication skills will be vital with regards to communicating work plans and reports. Must understand and comply with Confidentiality and Privacy Act regulations; demonstrate the ability to work independently; and must be willing to use all court approved technology and software.

### **WORK ENVIRONMENT:**

The primary work environment will consist of an office setting with minimal walking, lifting, and local travel that may include transporting clients.

### **PREFERENCES:**

Indian preference shall be given to individuals in the following prioritized order:

1. Member of the Shoshone-Paiute Indian Tribes;
2. Member of a Federally Recognized Indian Tribe; OR
3. Non-Indian individuals.