

JOB ANNOUNCEMENT

POSITION: **Tribal Social Services Case Manager Assistant**
SALARY: **\$18.78 Hr. (Grade 18 Step 1)**
DEPARTMENT: **Newe-Numa Resources Program**
SUPERVISOR: **Tribal Administrator**
CLASSIFICATION: **Non-Exempt**
LOCATION: **Owyhee, NV**

OPENS: August 10, 2022

CLOSES: 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. Gather pictures of children in program
2. Apply for Birth certificates, social security cards, enrollment if needed
3. Apply children in Idaho and Nevada Medicaid
4. Supervise visitations
5. Assist with home visits and investigations
6. Fingerprints of foster families
7. Maintain up-to-date files of program participants
8. Assure that the files of families in program are in good standing with case timeline.
9. Answer phone calls and address questions/concerns accordingly
10. Prepare notes of daily activities
11. Make copies and fax or email documents when needed
12. Travel authorization paperwork
13. Be courteous and sensitive to all parties involved
14. Uphold a high standard of ethics and standards in the workplace as well as in public.
15. Transport individuals who are in the program
16. Keep up on GSA vehicle maintenance
17. Keep log of mileage and receipts then give to the property and supply clerk monthly
18. Performs other duties as assigned by supervisor
19. Schedule and coordinate upcoming events and trainings Abide by the Health Insurance Portability and Accountability Act of 1996 (HIPPA)
20. CPR/First Aid training for foster parents
21. Positive Indian Parenting classes
22. Involvement in Community events such as holidays and Booth for gatherings
23. Make fliers and type program correspondence letters
24. Copy and file parent's trainings certificates and other materials
25. Natural standard to protect sensitive client health/ case information
26. Ensure confidentiality and integrity of clients and children within the program.

MINIMUM QUALIFICATIONS

- 1. Must have graduated from High School, or completed the General Equivalency Development Program**
- 2. 2-3 years Administrative Experience**
- 3. Proficiency in Microsoft Office**
- 4. Must possess a valid drivers license**