

YUOK TRIBE JOB DESCRIPTION
Tribal Court – Reentry Case Worker

Job Title:	Reentry Case Worker				
Job Grade:	6	FLSA Status:	Non-Exempt	Location:	Klamath
Department:	Tribal Court		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Reentry Staff Attorney				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$20.67-\$26.97				

POSITION SUMMARY:

Under the general supervision of the Reentry Staff Attorney, the Reentry Case Worker will be responsible for an ongoing case load of Reentry participants to include youth, adults, and/or families, as well as management of reentry housing.

DUTIES AND RESPONSIBILITIES:

1. Complete intake packets with individuals applying for program services. This includes gathering all necessary forms and documents to ensure applications are complete.
2. Develop and maintain participant case files.
3. Perform drug testing and home visits on a regular basis.
4. Provide transportation and accompany clients to appointments and court appearances.
5. Provide information on outside agency services, requirements, and procedures to clients to make appropriate referrals.
6. Provide assistance to clients with preparing forms for outside agency services, i.e., application forms.
7. Meet with participants as necessary for adequate service coverage.
8. Act as an advocate for clients in interactions with other service entities.
9. Monitor client progress and ensure the follow through of services.
10. Facilitate program support activities and groups with clients.
11. Provide one-on-one and group mentoring.
12. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, Tribal departments, and other agencies.
13. Gather and compile reports on participant activities and services.
14. Provide monthly progress reports to the Court and Tribal Council.
15. Attend and participate in meetings, conferences, and committees to provide background information on the Reentry Program.
16. Coordinating activities, trainings, or community events for youth, adults, and/or families.
17. Compile information on social, educational, criminal, institutional, or drug history by requesting information from family members, agencies, and service providers.
18. Identify the strengths and needs of the family, identify problems and the capacity for improvement and review and revise progress of case plans based on personal

YUROK TRIBE JOB DESCRIPTION
Tribal Court – Reentry Case Worker

observations and data collection.

19. Administer needs and risks assessments and develop and negotiate integrated case plans with clients.
20. Prepare written and verbal reports for courts and agencies, noting client progress and ability to make improvements as outlined in case plans.
21. Participate in client-related meetings with other service providers.
22. Communicate with and assess the needs of individuals with physical and mental disabilities, health issues, substance abuse, and mental health issues.
23. Coordinate service delivery systems (e.g., transportation, housing, medical, mental health, etc.) for the benefit of the client.
24. Problem solving activities including action planning, identifying resources, goals, and timelines to resolve issues, etc.
25. Other related duties as required.

MINIMUM QUALIFICATIONS:

- Basic understanding of case management.
- Ability to communicate effectively, maintain active case files for clients, and make informed recommendations on client’s wellbeing.
- Must demonstrate the ability to communicate verbally in a professional manner.
- Ability to write reports from available data to determine client needs, identify problems and initiate action plans.
- Basic knowledge and use of computer software, data base entry, and spreadsheets (i.e., Microsoft Office, Excel, Word).
- Knowledge of the local Tribal communities, preferred.

EDUCATION/EXPERIENCE:

G-6: An Associate’s degree in Behavioral Science, Social Science or closely related field and two (2) years of specialized experience assisting professionals in one or more social programs such as family services, children services, mental and developmental disability services, substance abuse programs, or juvenile corrections programs.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. May be subject to a comprehensive background check.
4. When necessary, must be able to lift 25 to 50 pounds.
5. Valid California driver’s license and able to be placed on the Tribe’s insurance plan

