YUROK TRIBE JOB DESCRIPTION
Yurok Health and Human Service – TCWBH Case Manager III

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Case Manager III</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>9</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Location:</td>
<td>All Areas</td>
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<td>Department:</td>
<td>Tribal Child Welfare and Behavioral Health</td>
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<tr>
<td>Division:</td>
<td>NER-GERY ‘Oohl’, Helping Yurok People - Health &amp; Human Services</td>
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<td>Reports To:</td>
<td>Noh-sue-no-wow’ Program Manager</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range:** $27.23-$35.53 (Per Hour)

**POSITION SUMMARY:**

Under the general supervision of the Noh-sue-no-wow’ Program Manager the Case Manager III will be responsible for an ongoing case load of Yurok Noh-sue-no-wow’ Program participants to include youth, and/or families.

**DUTIES AND RESPONSIBILITIES:**

1. Complete intake packets with individuals applying for program services. This includes gathering all necessary forms and documents to insure applications are complete.
2. Develop and maintain participant case files.
3. Provide transportation and accompany clients to appointments and events.
4. Provide information on outside agency services, requirements, and procedures to clients to make appropriate referrals.
5. Provide assistance to clients with preparing forms for outside agency services, i.e. application forms.
6. Meet with participants as necessary for adequate service coverage.
7. Act as an advocate for clients in interactions with other service entities.
8. Monitor client progress and ensure the follow through of services.
9. Facilitate program support activities and groups with clients.
10. Provide one-on-one and group mentoring.
11. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, Tribal departments, and other agencies.
12. Gather and compile quarterly reports on participant activities and services.
13. Provide monthly progress reports to the department and Tribal Council.
14. Attend and participate in meetings, conferences and committees to provide background information on the Noh-sue-no-wow’ Program.
15. Coordinating activities, trainings, or community events for youth, adults, and/or families.
16. 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 observations and data collection;
17. Administer needs assessments and develop and negotiate integrated case plans with clients.
18. Prepare written and verbal reports noting the clients' progress and ability to make improvements as outlined in case plans to Tribal and State Court regularly.
19. Participate in client-related meetings.
20. Communicate with and assess the needs of individuals with physical and mental disabilities, health issues substance abuse and mental health issues.
21. Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client.
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22. Develop, negotiate formalized agreements with community partners, treatment providers, and service providers.
23. Establish and maintain a positive working relationship with outside agencies to better aide client treatment as needed.
24. Client follow-ups through advocating, mentoring, and supervising support helpers.
25. Problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.
26. Other related duties as required.

SUPERVISOR RESPONSIBILITIES:

- Direct and supervise case management meetings when appropriate

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, database entry, and spreadsheets (i.e. Microsoft Office, Excel, Word).
- Knowledge of the local Tribal communities, preferred.

EDUCATION/EXPERIENCE:

Grade 9: Bachelor’s Degree with a preference in the Behavioral Sciences or related field from an accredited college or university AND at least two years of relevant social services specialized work experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol 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. Valid California driver’s license and able to be placed on the Tribe’s insurance plan
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE OF FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. Ability to work with all phases of community in confidential, non-judgmental manner.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

9. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  ______________
Employee Signature        Date    Employee #

_________________________________________________
Supervisor Signature

_________________________________________________
Date