Yurok Tribe
Job Description

JOB TITLE: Wellness Diversion Case Worker

JOB GRADE: 6

REPORTS TO: Reentry Staff Attorney

STATUS: Non-Exempt

LOCATION: Klamath

DEPARTMENT: Tribal Court

DIVISION: Health and Human Services

SALARY RANGE: $20.67-$26.97

POSITION SUMMARY:
Under the general supervision of the Reentry Staff Attorney, the Diversion Case Worker will be responsible for an ongoing case load of Diversion/Wellness participants to include youth, adults, and/or families. Further, the position is responsible for the support, development, and implementation of Tribal Court Diversion Programs.

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. Provides assistance to clients by 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 and group activities 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 quarterly reports on participant activities and services.
14. Provide program progress report data to your supervisor and the Tribal Council.
15. Attend and participate in meetings, conferences, and committees to provide background information on the Wellness Program.
16. Coordinating activities, training, or community events for youth, adults, and/or families.
17. Assist in interviewing individuals and family members to compile information on social, educational, criminal, institutional, or drug history.
18. Identify the strengths and needs of the client, identify problems and the capacity for improvement and review and revise the progress of case plans based on personal observations and data collection.
19. Administer risk and needs assessments and develop and negotiate integrated case plans with clients.
20. 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.
22. Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client.
23. Problem solving activities include action planning, identifying resources, goals, and timelines to resolve issues, etc.
24. Assist with development and management of Tribal Court Diversion programs, including administrative duties and data collection as needed.
25. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**
1. Highschool diploma or GED with three years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**
This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**
1. Basic understanding of case management.
2. Ability to communicate effectively, maintain active case files for clients, and make informed recommendations on client’s wellbeing.
3. Must demonstrate the ability to communicate verbally in a professional manner.
4. Ability to write reports from available data to determine client needs, identify problems and initiate action plans.
5. Basic knowledge and use of computer software, database entry, and spreadsheets (i.e., Microsoft Office, Excel, Word).
6. Knowledge of the local Tribal communities preferred.
7. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**
1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**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.

**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.
PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:
1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary.

Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

______________________________ ____________________ __________
Employee Signature Date Employee #

______________________________ ____________________
Supervisor Signature Date