



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Foster Care Case Manager</b>	
<b>Department:</b>	<b>Four Directions Treatment &amp; Recovery Center</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: E1</b>
<b>Opening Date:</b>	<b>December 13, 2023</b>	<b>Closing Date: December 22, 2023</b>

### **Job Summary**

Case manager will coordinate the foster home development program, develop and establish program goals and objectives. Implements current and long-range plans for Foster Home Program.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **Duties and Responsibilities**

- Develop and maintain networking for foster parent recruitment. Evaluate issues of recruitment, retention and advocacy of foster families.
- Conduct pre-service training, provide ongoing training for foster parents, staff and administration as needed. Provide overall support for foster parent families, including license renewal and continued education.
- Compile and complete Foster Parent Home Studies and home study updates. Visit and study prospective foster homes as needed. Prepare foster home evaluation.
- Maintain Policy and Procedures updates and resolutions
- Manage and review the foster parent evaluations.
- Verify and rescind verifications of foster families
- Review foster parent grievances and concerns and present to Executive Director or designated Supervisor. Investigate complaints on foster homes and work cooperatively with law enforcement and B.I.A. Social Services staff.
- Discuss placement issues in regard to parent roles and their ability to manage any issues that may arise, providing support and alternatives.
- Maintain program standards and licensing requirements.
- Develop and initiate corrective action plans when necessary.
- Work proactively with Tribal Courts in regard to Foster Home/Foster Placement.
- Monitor data, collect statistics, and analyze information for meetings.
- Participate in team meetings and/or individual supervision to review ongoing foster home issues.
- Have knowledge of and ability to use other public and private community, state, and federal resources.
- Must be culturally sensitive to population of community served.
- Perform other duties as assigned.

### **Qualifications**

- High school diploma, or GED.
- Associates Degree (AA) in Human Service field, preferred.
- Five years working with children and families; case management experience.
- Certified Peer Support Worker (CPSW), must obtain within 6 months of hire.
- Training in behavior management and crisis intervention.
- Ability to meet and maintain confidentiality requirements

- Must have a valid NM Driver's License.
- CPR and First Aid certified, must obtain within 6 months of hire.
- Must be willing to work some evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must successfully pass background investigation to work with children.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and mathematics
- Skill in operating business computers and office machines, specifically Word, Excel, Access and presentation software (Power Point)
- Skill and ability in preparing reports and correspondence
- Ability to plan, create, and deliver informational and educational presentations and classes.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to work as a team member in a structured working environment.
- Ability to analyze and solve problems and maintain confidentiality.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose and edit written materials.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

The services are provided on or near the reservation, therefore driving is required. The minimum will usually be two days per week involving about three hours driving time. Some night work and nighttime driving may be required to attend meetings related to the responsibilities and it will vary from one to two per year to once a month. The work is sedentary and no heavy lifting is required.

### **Work Environment**

A major portion of the work is done in the community of Mescalero. The case worker will carry out the work in the homes of clients, their place of employment, in Tribal Offices along with some work in his/her private office. Evening, weekend, and/or holiday work may be required.