



MESCALERO APACHE TRIBE

Position Description

JOB ANNOUNCEMENT

Position Title: Social Services Case Manager
Department: Social Services
Employment Status: Exempt **Grade:** E2
Opening date: September 16, 2019 **OPEN UNTIL FILL**

Job Summary

Serves as Case Manager for the Tribal Social Services Program. Provides client case management and referrals. Prepares case records, summaries, special and routine reports, and other records in maintaining a formalized case management system. Establishing and maintaining protective services cases with individual case plans for the protection, care, and supervision of children/adults in all placement types. Implements financial assistance programs and objectives. Provides financial assistance eligibility, case management assisting consumers in becoming financial need and appropriate referrals.

This list of duties and responsibilities is illustrative only of the tasks perform by this position and is not all-inclusive.

Essential Duties and Responsibilities

- Provides family services to programs participants by modifying family plans and procedures to meet family reunification goals.
- Provides rotated on-call services to respond to reports of alleged child abuse and neglect received during non-business hours.
- Conducts a risk assessment on allegations of child abuse and neglect.
- Functions as the client advocate for services.
- Monitors client progress to ensure essential services are provided.
- Collaborates with community resources, organizations and programs.
- Provides assistance to law enforcement agencies and judicial agencies to emphasize child welfare and protection.
- Provides case management and referral services for client caseload.
- Identifies and provides emergency crisis services as necessary.
- Makes immediate assessment and responds according to accepted crisis prevention methods or techniques.
- Maintain confidentiality and demonstrate moral character.
- Counsels with clients on budgeting, financial management and other problems effecting financial need and makes appropriate referrals.
- Accepts applications, gathers information, records pertinent supporting data in case records and makes determination of eligibility for the Financial Assistance Programs.
- Assists consumers with applications for various benefits from Federal and/or state assistance programs.
- Conducts home visits for General Assistance Program and Supervised IIM Accounts.
- Assist clients with developing individual self-sufficiency plan toward financial independence.
- Performs job-related duties as assigned.

Minimum Qualifications

- Associate Degree in Sociology, Psychology, Social Work or related social services field.
- Certified Peer Support Worker (CPSW), preferred.
- First aid and CPR certified.
- Must have a valid NM driver's license.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

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

Knowledge, Skills and Abilities

- Ability to establish and maintain effective relationships with and gain the cooperation of social service providers.
- Knowledge of the effects and consequences of abuse and neglect
- Knowledge of case management and crisis intervention.
- Knowledge of records management procedures.
- Ability to communicate both verbally and in writing effectively.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to work extended hours, various work schedules, and on a rotational 24-hour on-call schedule.
- Knowledge of Federal and State programs of Child Welfare Assistance, Family and Community Services, and other social welfare, and rehabilitation programs.
- Knowledge to develop pertinent information to authorize initial and continuing assistance, updating and making changes based on client's circumstances.
- Knowledge of specific services and resources needed by clients.
- Knowledge of established eligibility requirements so clients can receive financial assistance.
- Skills in maintaining appropriate accountable records and forms.

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 worker will carry out the work in 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 is required.