



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: IIM/Adult Services Caseworker

Salary: \$16.00 per hour

Opening: Monday, December 12, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the supervision of the Social Services Director, the daily direction of the BIA Social Worker and/or Regional Social Worker, provide case management of Individual Indian Monies Accounts (IIM) and preparation of daily, weekly, monthly, and/or yearly budgets. The IIM/Adult Services Caseworker will be responsible for coordinating with the Social Services Eligibility Worker in providing and monitoring Adult Care Assistance under the Direct Assistance Program as well as provide case management to adults in the community in need of assistance.

DUTIES & RESPONSIBILITIES:

- Assist in reviewing client files to be certain that they are in compliance with mandatory requirements that establish eligibility and appropriate case plans.
- Assist in maintaining client case files and archival organization.
- Able to conduct home-visits to account holders' residences without supervision.
- Able to make field visits to clients' residences when the BIA Social Worker is unavailable or has assigned the IIM Caseworker to do so. Must provide a written report to the BIA Social Worker for the client file.
- Assist with administrative duties of gathering data for reports, data-entry, and other program-related projects. This applies to new or special requests as well as on-going posting of data for the purpose of timely monthly, quarterly, and annual report preparation and quarterly FASSR reporting to the BIA.
- Attend weekly and monthly program meetings.
- Establish a relationship with the BIA, local agencies, state agencies, tribal liaisons, and any necessary service providers for the adult population.
- Provide case management services to the adult population in the community by providing transportation services, referrals, and resources.
- Monitor the Adult Care Assistance provided to eligible adults under the Direct Assistance Program.
- Monitor office supplies on hand and initiate requisitions for Director's approval.
- Maintain a daily activity log to be turned into the Director weekly.
- Provide transportation services as needed.

- Travel may be required if needed for account holders and adults in need of assistance in the community.
- May perform other related duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED with additional training in the field of Social Services AND (2) years of experience working with vulnerable populations such as adults and/or elderly with special needs or facing issues such as homelessness, substance abuse issues, and physical/mental disabilities is required.
- Experience working with the Bureau of Indian Affairs is preferred.
- Experience working in Native American communities preferred.
- Any combination of education and experience that indicates suitability to do the assigned work will be considered.
- Valid driver's license and be insurable by the Tribe.
- Experience working with the Bureau of Indian Affairs is preferred.
- Ability to maintain positive working relationships with co-workers, clients and professional colleagues within the service area.
- Demonstrated ability to maintain strict confidentiality and utilize practices that protect sensitive information.
- Ability to work independently in individual crisis situations, yet work effectively as a part of a team to ensure management communication and ongoing program services planning and delivery.
- Skill in evaluating client needs and utilizing programs and community resources to meet such needs.
- Possess knowledge of case record keeping practices and the ability to weekly, monthly, quarterly, and annual data collection/reports to the Director and funding sources.
- Ability to create and maintain a cuff account for the Adult Care Assistance funds.

SPECIAL REQUIREMENTS:

- This position may require the incumbent to work non-traditional hours, nights, and weekends.
- Must obtain a Level 1 Arizona Fingerprint Clearance Card within 90 days of hire.
- Must obtain and maintain CPR/AED/First Aid certification within 90 days of hire.
- Must be able to pass background investigation with a "favorable" adjudication under the Indian Child Protection and Family Violence Prevention Act (25 USC 3201-3202) 405.

TRIBAL VEHICLE USE POLICY NOTICE:

- This position will require the use of a GSA or Tribal vehicle. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Failure to maintain a driving record that would allow you to drive a GSA or Tribal vehicle may result in termination.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, and Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.

