

JOB OPENING ANNOUNCEMENT

Job Title: Case Manager

Report To: Social Service Director

Department: Social Services

Job Vacancy: YAN-25-14

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: February 3, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Case Manager is responsible for the delivery of a variety of departmental services to Tribal members and their families.

QUALIFICATIONS:

- High School Diploma or GED
- Minimum five (5) years professional case management experience, preferably experience with Native American clientele.
- Ability to interpret and implement Federal and Tribal Laws, Rules and Regulations.
- Must be able to read, write and speak the English language.
- Ability to communicate effectively, both orally and in writing.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.
- **Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Provide case management services to Tribal members and their families in accordance with the requirements set forth in BIA 25 CFR Part 20, and policy provided in 66 BIA Manual and with the policies of the Yavapai-Apache Nation and Title IVB Grant requirements.
- Administer and deliver services to include, intake interviews and assessments, parenting education, family support services.
- Conducts home-studies and processes applications for licensure for Foster Care families/homes, relative guardianship/adoption.
- Coordination between substance abuse programs, behavioral health, YAN PD, probation, and state side courts.
- Coordinate and oversee foster parent team meetings (monthly).
- Assist in the recruitment and ongoing development of foster care services.

- Ensures that training and development opportunities are maximized for assigned staff.
- Supports and interfaces with other employees and Tribal members.
- Prepare required documentation and reports.
- Responsible for departmental vehicle logs and card payments.
- Receive and process departmental invoices for payments.
- Responsible for receiving and purchasing office supplies for all departments under Social Services.
- Attend Court hearings as required to advocate for children and families in Foster Care, when requested.
- Research, utilize and make referrals to community resource programs for Tribal and community members.
- Maintain a positive working relationship with Tribal members and Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of case management practices and ethical standards
- Must maintain complete confidentiality of all information relating to the individual's case plan and department's services issues, except as required by law.
- Performs other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**