



Job Posting

Job title: Case Manager (Education Coordinator/Caseworker/Career Development Specialist)

Location: Buellton, CA

Application Deadline: Open until filled ([First review of applications will be the week of 01/30/2022](#))

Compensation: Minimum of \$24/hour. DOE.

Benefits: **Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

Job Summary

The Case Manager is a combination of three front line staff positions for the TANF program, serving Native American families in the surrounding areas. To fulfill the duties of the Caseworker, this person will provide case management and supportive services. As an Education Coordinator, this person is responsible for monitoring school aged children (TK-12th grade) to ensure compliance with school enrollment, grades and attendance. Further, plans and coordinates educational, cultural, and prevention activities, workshops and programs. To attain the goals of a Career Development Specialist, this person will address barriers to employment, provide individual career guidance and enable them to pursue training and education, leading them to successful employment and self-sufficiency.

Essential Functions

1. Establishing and maintaining cooperative relationships and effective communication with participants, teachers, school staff, support service agencies, community partners, local Tribes and prospective employers.
2. Contact service providers to verify documentation to clarify discrepancies.
3. Evaluate documentation to determine incentive eligibility, identify any areas of concern and process payments for grade incentives and clothing allowances.
4. Assist, mentor and support students in developing and achieving their individual education plan goals while working closely with parents/guardians to help support their children's school goals, including attending parent meetings with teachers/school administrators.
5. Research, network and coordinate local resources and educational/employment opportunities available to students and parents regarding academics, support services and learning disabilities.

6. Conduct regular appointments with participants at the office, their home and/or school, including transporting the participants to other agencies if needed.
7. Monitor program compliance and address any short falls with participants.
8. Plan, organize, and lead activities and workshops with local Tribes, community members and outside agencies to benefit the TANF participants and their families.
9. Develop and implement comprehensive youth prevention services aimed to encourage education and reduce risk factors that could lead to pregnancy, substance abuse and suicide.
10. Develop and implement culturally relevant services, workshops and summer youth employment activities to build positive social and soft skills to prepare youth for future work.
11. Maintain data entry requirements and verify entered data by reviewing, correcting, deleting, or reentering data when information is incomplete.
12. Create, maintain and publish detailed records and reports on an ongoing basis.
13. Observe strict confidentiality of all documents, files, records and information pertaining to all TANF participants and programs (both in and out of the office).
14. Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education: High School Diploma or GED. AA degree in Education and/or Social Services related field preferred.

Experience: One year of experience in the Education field working directly with youth and providing case management to youth. One year experience in general office procedures.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Ability to produce detailed work and keep accurate and up-to-date records. Ability to understand and follow detailed verbal and written instructions. Be a self-starter with the ability to carry out what has to be done and take the initiative to assist with or do tasks, without violating the chain-of-command and common courtesy. Ability to do math, including add, subtract, divide, multiply and calculate percentages. Ability to communicate and work effectively with professional educators, tribal community members, and staff of Indian and non-Indian organizations. Comprehend basic TK-12 educational system, school courses, graduation requirements, IEPs/Special Ed, SARB, Title 6 Indian Education Act and preventions and support services. Knowledge of local school systems and community educational resources. Knowledge of Indian history, culture and politics a plus.

Computer/Technology: Strong computer skills. Proficient in working with Microsoft Office including Word, Excel and PowerPoint. Proficiency in key features of the Google Workspace platform including Gmail, Drive, Google Meet, Docs, Sheets, Forms and Slides.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete a background check, including Live Scan, and drug screening.

Other Information

In addition to the essential duties listed above the Case Manager is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Communicate regularly with supervisor about department issues.
4. Demonstrate the ability to handle difficult situations with respect and courtesy.
5. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
6. Be flexible for occasional after-hours and weekends. Scheduled travel may be required depending on workload, workshops, etc.
7. Maintain heavy paperwork and processing in a fast-paced work environment.
8. Work independently and as a team to meet timelines.
9. Be thoroughly knowledgeable of all TANF guidelines/policies at all times.
10. Make sound rational decisions and recommendations without bias.
11. Participate in various departmental meetings and/or committees.
12. Assist with temporary training support of TANF staff.
13. Travel between office sites may be requested to assist with training support/office coverage or as needed.
14. Develop constructive and cooperative working relationships with others, and maintain them over time.
15. Encourage and build mutual trust, respect, and cooperation among team members.
16. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
17. Other projects and responsibilities may be added at the manager's discretion, such as participation in Conferences, Health Fairs, Career Fairs, Graduation events, etc.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at <http://sctca.applicantpro.com/>

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at www.sctca.net, under the “Careers” link.

SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must **submit verification of Tribal affiliation with your application.**