



Job Posting

Job Title: Case Manager (Caseworker/Education Coordinator/Career Dev. Specialist)

Location: Buellton, CA

Application Deadline: Open until filled; Second review on 07/20/2020

Compensation: Minimum of \$20/hour. DOE

Status: Full Time/Regular position.

Job Summary

The Case Manager is responsible for the management of our Tribal TANF participant caseload at the Santa Ynez office. This position is responsible for applying regulations and procedures. The Case Manager is responsible for providing a support system that offers referrals, advice, and other means of assistance to sustain the personal, professional, academic, and social development of the participant. The Case Manager is in charge of the development and ongoing monitoring of the participants' progress towards measurable goals. The Case Manager will work with schools and parents in monitoring all school age children progress, providing student referrals, and work plans as needed.

Essential Functions

1. Plan, direct, and review a workload of cases, and engage in administering programs and services for adults and participants.
2. Hold individual and/or group meetings to discuss general policies, procedures, rules, and regulations pertaining to programs and services.
3. Maintain accurate and detailed records, produce periodic reports, generate correspondence, and maintain a filing system consistent with TANF practices.
4. Perform intake sessions, and schedule home visits, monthly sanction appointments, and periodic drug testing for participants.
5. Act as liaison and coordinator of activities between Tribal TANF and other agencies.

6. Maintain participant case plans and files; review monthly eligibility reports/calendars.
7. Provide supportive referral, protection, and advocacy services to participants.
8. Review and evaluate participant documentation to determine incentive eligibility and student referral needs.
9. Contact individual agencies and schools to verify documentation or to clarify discrepancies or information gaps.
10. Compute incentive benefits for which the participant/student may be eligible.
11. Provide individual vocational or career guidance through assessment of participant interests, aptitudes, abilities, and personality characteristics for planning purposes.
12. Schedule appointments and interviews in an effort to place participants in public and private sector jobs, and conduct follow-up. Transport participants to job interviews if necessary.
13. Contact prospective employers to ascertain their needs and explain services available through the TANF Program, receive job orders from them, and develop, negotiate, and monitor participant employment with the public and private sectors.
14. Interpret and understand student report cards in order to assist in developing individual education plans (IEPs) for the children.
15. Mentor and support students in achieving their individual education plans.
16. Establish and maintain cooperative working relationships with members of the community, youth, parents, Tribes, project and partnership staff.
17. Assist with providing individual and group instruction/activities for youth in school subjects, tribes, communities.
18. Observe strict confidentiality of all records and information (both in and out of the office) pertaining to all TANF participants and programs.
19. Other appropriate duties as assigned.

Job Requirements and Qualifications

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

Experience: Two years work experience in social services, with emphasis on direct contact with clients and other agencies. Specifically, experience in case management. Experience with TANF program regulations, compliance requirements, and reporting a plus.

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

Knowledge Requirements: Ability to comprehend prevention and educational materials. Work cooperatively with staff and outside organizations both individually and in teams. Ability to communicate and work effectively with professional educators, tribal community members, and staff of Indian organizations. Ability to produce detailed work and keep accurate and up-to-date records. Ability to understand and follow detailed verbal and written instructions. Ability to do math, including add, subtract, divide, multiply and calculate percentages. 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. Comprehend basic K-12 school courses, graduation requirements, California Exit Exam, IEPs/Special Ed, SARB and Title 7 Indian Education Act. Knowledge of Indian history, culture and politics a plus.

Computer/Technology: Strong computer skills. Proficient in working with Microsoft Office including Word, Excel, Outlook and PowerPoint.

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 required background check, including Live Scan, and drug screening.

Travel: Travel is required for meetings/training in San Diego County for 3 days or more on a quarterly basis. Frequency of travel may increase if needed.

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. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Flexible schedule (occasional after-hours and weekends) and travel may be required depending on workload, workshops, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Be able to maintain heavy paperwork and processing in a fast-paced work environment.
11. Enjoy working independently and meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training of TANF staff.

16. Travel between office sites may be requested to assist with training/office coverage.
17. Develop constructive and cooperative working relationships with others, and maintain them over time.
18. Encourage and build mutual trust, respect, and cooperation among team members.
19. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
20. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work 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 19 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 36146 Pala Temecula 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 "About SCTCA" 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.