



## HUALAPAI NATION JOB ANNOUNCEMENT (3 DAYS IN-HOUSE)

**JOB TITLE** : Case Manager  
**DEPARTMENT** : Hualapai Human Services  
**CLASS** : Full Time/Exempt  
**SALARY** : DOQ  
**OPENING DATE** : November 19, 2015  
**CLOSING DATE** : November 23, 2015

### **POSITION SUMMARY:**

Under the general supervision of the Department Director, will perform services to Children/Families as prescribed by 25CFR Part 20.400 to 20.516; will complete quarterly financial reports, will provide direct supervision in the absences of the Director, perform administrative duties as directed in addition to other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Good knowledge of the program objectives and skills in dealing with Social Services issues.
- Ability to effectively make assessments and develop Case Plans.
- Ability to establish and maintain a positive working relationship with Law Enforcement, ICWA, Hualapai Tribal Court, Tribal Prosecutor and other professional associates in matters regarding Indian Children.
- Appear in Tribal Court for Juvenile Dependency cases.
- On-Call for Department after hours and on week-ends.
- Excellent verbal and written communication skills to produce reports.
- Provide supervision for Case Worker, ICWA and HHS Department, and oversee Foster Care Applicants and Relative Care.
- Manage Time Cards for Department.
- Facilitate empowerment class for community, maintain and complete reports for the CAN Reports.
- Provide training for the Foster Parents every three months.
- Provide training in completing SCAN Reports for the educational institutions/departments, responsible for the monthly CPT meetings.
- Provide community education/awareness for community in area of CAN.
- Will conduct case management of child welfare who are Wards of the Hualapai Tribal Court.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Psychology or related Health Field.

OR

- A combination of work experience and education, equaling at least 3 years dealing with issues of a sensitive nature regarding children.
- High School Diploma or GED equivalent.
- Previous work experience with an Indian Community.
- Pass a background check.
- Must have a valid driver's license and be eligible for the Tribe's Insurance.
- Must submit to pre-employment drug/alcohol screening and random screening.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services are available upon request to individuals with disabilities**