
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

Title: Case Manager

Reports to: Karuk Child Welfare Services Administrator

Location: Yreka/Happy Camp/Orleans

Salary: \$17.00 to \$21.00/hour DOE

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

SUMMARY: The Case Manager works under the clinical supervision of the Lead Social Worker in the Karuk Child Welfare Services Program. The position is responsible for an assigned case load of clients in child welfare services. The Case Manager is responsible for client needs based on a treatment plan developed by the assigned Social Worker. The Case Manager is responsible for providing targeted case management to individuals, families and groups within the program. The Case Manager will implement and monitor service plans as well as coordinate with tribal and community resources in meeting/achieving client service needs. The Case Manager will operate a vehicle to pick up, transport and drop off clients from one location to another.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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RESPONSIBILITIES:

1. Participates in regular interdisciplinary staff meetings held within the service area.
2. Implements treatment/service plans with clients as directed by the assigned Social Worker.
3. Provides on-going case management services to identified clients including linkage and referral to tribal and community resources including housing, financial resources, health, educational, transportation, cultural activities, social and other services as needed.
4. Document all service contacts including face-to-face interviews, home visits, collateral and consultation contacts in accordance with tribal, state and federal regulatory standards and requirements.
5. Participates in interagency planning and service coordination activities, as directed, to improve and enhance service continuity and effectiveness for clients.
6. Meets regularly with the Lead Social Worker as a means of enhancing professional growth, reviewing and processing the provision of case management services.
7. Maintains close communication with the treatment team, regarding compliance with treatment plan goals and alerts these treatment team of any changes in client adjustment which may lead to a need for adjustments in treatment approach.
8. Maintains service logs and/or billing documents and turns them in on a weekly basis to ensure staff and client service information can be reviewed by supervisors and management personnel and can be reported to tribal, state and federal funding sources.
9. Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with tribal policies and procedures.
10. Transports community members engaged in child welfare treatment plans, to internal and

external program activities.

Qualifications:

1. Have the ability to work effectively with Native American community members in a culturally diverse environment.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks.
4. Have the ability to use modern office equipment including personal computers, fax, copiers, etc.
5. Have the ability to learn, apply and explain tribal, state and federal laws, rules and regulations governing child welfare services.
6. Have the ability to develop and maintain cooperative, constructive relationships with clients and staff.
7. Have the ability to analyze case information including biological, behavioral and environmental aspects of child welfare policies, and implement case management services.
8. Have the ability to prepare clear, concise, and comprehensive case work records utilizing personal computer.
9. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
10. Prior experience providing case management services in child welfare programs is highly desired.
11. Must comply with Karuk Tribe Travel policies.
12. Associates Degree in behavioral or social science field preferred.

Requirements:

1. Must have a High School Diploma or equivalent.
2. Must be proficient in Microsoft Word and Excel.
3. Must have the ability to maintain confidentiality of case information in accordance with 42 CFR Part 2 and HIPAA.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB, have annual health examination and receive annual Influenza vaccination.
6. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.

7. Must successfully pass a pre-employment drug and alcohol screening test.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: March 12, 2020

Council Revised:

Chairman's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____