



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – CASE MANAGER**

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**Reports To:** Social Services Director

**Department:** Social Services

**Status:** Exempt

**Salary Range:** \$70,000 - \$80,000 Annual

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#### **SUMMARY AND SCOPE:**

The responsibility of the Case Manager is to provide linkages for youth, adults and elders and assist access to rehabilitation programs and other community service programs. This includes developing permanent and affordable housing resources and linkages to appropriate services for individuals who are experiencing homelessness or at risk of homelessness and who may have complex health or behavioral health conditions. The Case Manager works directly with the program participants and develops, coordinates treatment services, assist participants in identifying and securing supportive services.

#### **PRIMARY RESPONSIBILITIES:**

- Conducts initial intake with potential program participants to determine program eligibility.
- Conducts comprehensive assessments and use intake forms to determine appropriate housing options, case management and other supportive service needs.
- Develops individualized case plans with measurable goals and objectives to assist participants in achieving their desired outcomes.
- Conducts on-going quarterly needs and financial assessments to identify client's continued supportive service needs and up dates case plans to fit the individual needs.
- Works with program participants to develop a housing stability plan and budget (this includes a service plan)
- Assists participants to get "document ready" by supporting them to obtain IDs, Social Security cards, birth certificates, and other key documents needed to successfully obtain links to appropriate supportive services.
- Assists participants with securing and/or increasing income including connections to mainstream benefits.
- Networks and coordinates with representatives from other agencies & community-based organizations to support individuals in attaining services such as housing, mental health care, medical treatment, financial assistance, legal advocacy, etc.
- Prepares, maintains, and updates clients' hard case files/e-files related to the case for review and record keeping purposes. Ensures timely completion of client case notes.
- Models Picayune Rancheria of the Chukchansi Indians approach, mission, and core values in all communication, correspondence, community events, coalitions and advocacy efforts.
- Must have excellent verbal and written communication skills.
- Knowledge of Native American/Native Indian history and culture.
- Perform other duties as required.

### **MINIMUM QUALIFICATIONS:**

- Must have a High School diploma or GED equivalent.
- Two years of experience in the human services, social work, medical, or related field.
- Ability to gather complete information from clients in a telephone interview or in person interview.
- Ability to respond to clients in a calm, empathetic and professional manner while courteously directing the conversation to pertinent issues.
- Familiarity with effective practices including harm reduction, trauma-informed care, and housing first principles.
- Familiarity in working with participants with a mental health illness or other serious health issues or disabilities and the healthcare delivery systems.
- Must have a valid Driver's license with no restrictions.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Social Work or Human Services.
- Experience as a case manager
- Experience working with individuals who are homeless or at risk of being homeless (e.g., individuals, families, children, Veterans, etc.) who have complex health and/or behavioral health conditions.
- Strong client customer service skills, including working from a trauma-informed perspective with clients.
- Demonstrated commitment to serving low-income people and/or people experiencing homelessness.

### **APPLICATION PROCESS:**

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter *and* Resume
- Documentation of completion of Higher Education *and* certification
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date of August 2, 2024**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Employee Signature)

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(Date)

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(Human Resources Representative Signature)

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(Date)