



COLORADO RIVER INDIAN TRIBES

Human Resources

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VACANCY ANNOUNCEMENT

January 22, 2020

#7-20

Department: Health & Social Services/Social Services
Position: Social Services Manager Non-Exempt
Reports To: Executive Director of Department of Health & Social Services
Salary: D.O.E.

Job Summary:

This position is a Social Worker position performing duties as provider and mid-level manager responsible for the day-to-day operation and supervision of the Office of Social Services (OSS), Department of Health and Social Services (DHSS). The Social Services Manager is responsible for the administration of a comprehensive slate of social services, including child welfare (child in need of care, as per the Code of Federal Regulations and the Tribal Code) case management, child welfare investigations, placement, foster care recruitment/licensure/case management, adult institutional care case management, general assistance case management, the case management of "Individual Indian Monies" accounts and other social services functions. In addition to administrative and supervisory duties, the Social Services Manager carries a case load of adult and/or child cases, including case management of cases in each of the categories previously listed. As an administrator, the Social Services Manager is responsible for providing oversight and direction, guidance and supervision to the OSS staff in regard to case management. The incumbent is supervised by, receives guidance from and reports to the Executive and Deputy Directors.

Duties & Functions:

(The following are illustrations of the typical duties and responsibilities of the incumbent and not to construe as all inclusive).

1. The incumbent shall be responsible for the planning, implementation and coordination of methods of service delivery consistent with Colorado River Indian Tribes regulations, standards, programmatic and departmental policies and procedures, the Health Insurance Portability and Accountability Act (HIPAA), Title 25 of the Code of Federal Regulations, the Tribal codes and other applicable standards.
2. The incumbent shall provide direct and indirect assistance to families, adults and children.



3. Maintain a client caseload of the more difficult and complex cases with emphasis on geriatric and medical cases.
4. Exercise sound judgement and decision-making in reviewing and assigning cases to staff.
5. The incumbent will perform and oversee staff case management and investigations through the comprehensive assessments of client needs, the establishment of case plans in accordance with level of functioning, the establishment and maintenance of time schedules, the monitoring of progress of ongoing cases and the conduct of personal home and/or institutional visits.
6. The incumbent will establish and maintain cooperative and collaborative relationships with other providers and/or services agencies, such as intra-DHSS programs, CRIT service department/offices, the CRIT Office of Attorney General, the CRIT Police Department, the Bureau of Indian Affairs, the Federal Bureau of Investigation, the Indian Health Service, institutional care providers/centers, foster care providers, schools, the Regional Behavioral Health Authority (RBHA), etc., and other services agencies/providers.
7. The incumbent may serve on intra-departmental committees and local inter-agency forums, boards, workgroups and task teams.
8. The incumbent shall be responsible to conduct periodic quality assurance reviews of client records consistent with oversight agency standards and DHSS policies and to participate in annual programmatic reviews conducted by funding and oversight agencies.
9. The incumbent shall participate in OSS staff meetings, intra-programmatic case staffing's, and case staffing's with DHSS programs and other services agencies/providers on a regular basis or as requested.
10. The incumbent shall be responsible for the effective utilization of available tribal or public resources by preparing annual programs/project operating and funding proposals, special needs budgets, goals and objectives, work plans and operating and supporting documents.
11. The incumbent shall implement financial management controls in compliance with Federal, Tribal and project statutes, rules, regulations, and /or codes, conduct analysis of project expenditure trends; reconcile actual expenses to project expenses (cuff account); and initiate budget modifications, as necessary, consistent with approved budget plans, scope of work, and financial management standards.
12. The incumbent shall implement and conduct progress reviews of goals and objectives; develop work plans, timelines, ensure compliance with project standards etc., and initiate modifications, as necessary to work plans in order to achieve goals and objectives.
13. The incumbent shall prepare and submit timely, current and accurate monthly, quarterly, semi-annual and annual progress reports, periodic evaluations and status reports, home studies, investigative reports, petitions, case summaries, case notes and other required records/reports.
14. The incumbent shall establish and maintain programmatic policies and procedures, guidelines and standards of operation.
15. The incumbent shall establish and manage a client records management system in compliance with HIPAA.
16. The incumbent shall perform supervisory functions, such as, staff scheduling and assignments, the completion of ongoing performance evaluations and individual development plans, the completion of comprehensive orientations for incoming staff, and remain in compliance with CRIT Employee Handbook.
17. Availability for on-call and crisis intervention duties and irregular work hours is required.
18. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.



19. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. The incumbent shall have a comprehensive knowledge of social services concepts, principles, and best practices.
2. The incumbent shall have an applied knowledge of administrative and supervisory concepts, principles and best practices.
3. The incumbent shall have a working knowledge of federal, state, local and Tribal laws, codes, ordinances, rules and regulations governing the operation of social services programs, with emphasis on Title 25 of the Code of Federal Regulations, US Bureau of Indian Affairs rules and regulations, the Indian Child Welfare Act, and the Health Insurance Portability and Accountability Act.
4. The incumbent shall have a working knowledge available community, state, regional and federal resources and services for social services and related agencies (e.g., AHCCCS, ALTCS, BHS, RBHA, Medicare, and Social Security).
5. The incumbent shall possess a high degree of organizational skills, an ability to function independently, demonstrated oral and written communication skills and applied computer skills (including, at a minimum, the ability to effectively use Microsoft Office Suite programs, Adobe Acrobat and database/report generating programs).
6. The incumbent shall have a familiarity with Native American culture and traditions, a sensitivity to cultural differences and an understanding of the unique problems associated with Native American communities in rural areas.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Successful completion of studies for a Master of Social Work (MSW) or a graduate degree in a related field from a regionally accredited college or university.
3. A minimum of three (3) years of full time relevant experience in the field of social services, including at least one (1) year of relevant supervisory experience in social services or a related field.
4. Employment is subject to a comprehensive background investigation (including fingerprinting) and a review of any and all criminal convictions in accordance with P.L. 101-630, the Indian Child Protection and Family Violence Prevention Act.
5. Must have First Aide/CPR or able to obtain within sixty (60) days after employment.
6. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Physically able to perform duties assigned.
3. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River



Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>
Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

