



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road

Parker, Arizona 85344

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## VACANCY ANNOUNCEMENT

**January 22, 2020**

**#8-20**

Department: DHSS – Social Services  
Position: Adult Caseworker (Non-Exempt)  
Reports To: Social Services Manager  
Salary: \$15.00 per hour

### Job Summary:

The Senior/Disability Caseworker is located in the Office of Social Services (OSS) of the Department of Health and Social Services (DHSS). The Senior/Disability Caseworker will accept and process general assistance applications and provide general assistance services to eligible clients according to applicable regulations and policies. The Senior/Disability Caseworker is under the direct supervision of and receives guidance and direction from the Social Services Manager.

### Duties & Functions:

1. Complete the necessary Senior/Disability applications and record information provided by the applicant.
2. Present completed forms and information to the Tribal Council for consideration and action.
3. Make home visits and required contacts to obtain information pertaining to the application and make determination of eligibility.
4. Provide referral information to the client and community resources.
5. Maintain case files, referral source information, and other related documents pertaining to Senior/Disability cases in accordance with Tribal guidelines.
6. Prepare correspondence to clients for supervisor's signature.
7. Perform data entry of case work, contacts or other assignments as instructed.
8. Prepares all monthly and annual reports as required.
9. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
10. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



### Required Skills and Abilities:

1. The incumbent must demonstrate ability to communicate effectively with people.
2. Collect and analyze written and oral information in an orderly manner.
3. Be able to form positive interpersonal relationships, be non-judgmental and accepting of other persons.
4. Possess basic business skills in terms of maintaining records, forms, and interviewing data.
5. Ability to command sound written and oral expression is essential.
6. The incumbent must have knowledge and skills to provide needed information and practical assistance to clients and provide clear, concise written reports and personal histories.
7. Incumbent must be able to communicate effectively with the supervisor and carry out instructions in a positive manner.
8. Knowledge of federal, state, local and CRIT laws, codes and regulations governing social service programs, the Health Insurance Portability and Accountability Act (HIPAA), and general social services policies and procedures.
9. Familiar with resources and services available from social services agencies (e.g., AHCCCS, ALTCS, SSA, etc.).
10. Possess organizational skills, ability to function independently, demonstrated oral and written communication skills, and applied computer literacy.
11. Familiar with American Indian culture and traditions, sensitivity to cultural differences, and unique problems of Indian communities in rural areas.
12. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

### Education & Experience Requirements:

1. High School Diploma or equivalent GED is a minimum requirement.
2. Associate's degree; or (3) years of experience in general or public assistance programs is preferred.
3. Must possess a current valid driver's license throughout employment.

### Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. 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.

