

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Tribal Social Services
Position to be filled: Elder Center Case Manager

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED)
- 3 + years' service experience, preferably in human services, possess demonstrated commitment to customer service
- Professional or personal experience supporting individuals with disabilities, mental illnesses, or challenging behaviors highly preferred
- Must have a valid in-state driver's license – **REQUIRED**
- Must be insurable through company's carrier and maintain throughout employment – **REQUIRED**
- Valid First Aid and CPR certification and maintain throughout employment – **REQUIRED or Able to obtain within 90-day introductory period**
- Accomplishes the Elders needs/care by assessing treatment; developing, monitoring, and evaluating treatments plans and progress; facilitating interdisciplinary approaches;
- Update case status reports daily and provide weekly reports and specialized reports as needed.
- Determines Elders requirements by completing intake interviews; determining need for therapeutic medical, phyco-social, and psychiatric evaluations; reviewing therapist evaluations, treatment objectives, and plans.
- Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation through the Transportation Coordinator and possible escort.
- Monitors cases by verifying the Elders attendance; observing and evaluation treatments and responses; advocating for the Elders needed services and entitlements; obtaining additional resources; intervening in crisis; providing personal support.
- Maintains Elders records by reviewing case notes; logging events and progress.
- Communicates with Elders discussing progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to multi-disciplinary team and family; identifying recommended treatment.
- Prepares Elders discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources.
- Improves staff competence by providing educational resources; balancing work requirements with learning opportunities; evaluating the application of learning to changes in treatment plans and/or results.
- Participate in staff meetings, training, conferences and other meetings as assigned.

Reports To: Director
Starting Rate of Pay: \$52,000 (Exempt).
Approximate Hours: 40+ hours per week
Date Posted: February 18, 2022
Deadline: Open until filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.