

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE



Employment Requisition Form

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

Required Qualifications/Essential Duties:

- Bachelor's Degree from an accredited university in Human Resource Services, Social Work or related field
- 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
- Adhere to and maintain client/tribal member records according to HIPPA and 42 CFR standards.
- Accomplishes the Elders needs/care by assessing treatment; developing, monitoring, and evaluating treatments plans and progress; facilitating interdisciplinary approaches;
- Assist clients with transportation, resources, referrals, appointment scheduling, filling out documents and other tasks as needed.
- Complete screening, intake interviews, orientations, assessments, and reassessments to determine the need and the appropriate level of care
- Assist with crisis interventions as needed and advocate for client services and needs.
- 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.
- Assist with out-of-home placement for Elders as needed. Also provide follow up support services.
- Maintains Elders records by reviewing case notes; logging events and progress per departmental guideline.
- 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.
- Perform other duties as assigned.

Reports To: Director
Starting Rate of Pay: \$54, 080 (Exempt).
Approximate Hours: 40+ hours per week

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.