



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS: JULY 17, 2017

CLOSES: JULY 31, 2017

JOB TITLE: WRAP AROUND SERVICES CASE WORKER

DEPARTMENT: ADMINISTRATION **HOURS:** 40 HRS/WK – FULL TIME

REPORTS TO: ADMINISTRATIVE MANAGER

SALARY: BASED ON MATRIX + BENEFITS

POSITION SUMMARY:

The Wraparound Caseworker will work closely with program stakeholders, clients and families to develop culturally-competent, strengths-based, individualized service plans, manage referrals according to case plans, review and monitor plans according to established outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates case plans based on client and family needs; contacts specific stakeholders for services; refers client and family as needed;
2. Coordinates staffing with stakeholders to ensure that clients' needs are met and appropriate wrap-around services are provided, including cultural, vocational, education, health, counseling, etc.;
3. Ensures that clients receive follow-through from stakeholders services;
4. Build positive relationships with community members, families and internal and external stakeholders;
5. Provides for flexibility in program case management to meet changing needs of client and/or family; meets with clients and families often to follow up on referrals and progress of case plan and assess any need for changes;
6. Provides client assistance as needed including coordinating transportation; client referrals and assistance to help client become involved in community;
7. Continue program growth by researching and coordinating with agencies that participate, refer and provide services to wraparound participants;
8. Maintain the strictest adherence to confidentiality;
9. Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum requirement of a bachelor's degree (BA) in social or health services and two-years experience in social or health services including experience in wraparound care, case management, training and working with Native American individuals and families; or satisfactory equivalent combination of education and experience. Intermediate computer skills in word processing, spreadsheets, databases and presentations—including Microsoft Word, Excel and PowerPoint—is required.

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, community members, external stakeholders and all levels of staff and management. Employee must maintain the highest and strictest level of confidentiality. The ability to read, analyze and interpret common professional journals, financial reports, and legal documents; ability to write reports and business correspondence; and ability to effectively present information to management, employees and groups of people is required.

Mathematical Skills

The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and the ability to compute rate, ratio and percent and to draw and interpret bar graphs is required.

Reasoning Ability

Employee must possess independent decision-making skills; the ability to define problems, collect data, establish facts and draw valid conclusions; and the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Employee must have and maintain a valid Washington State driver's license and proof of insurance is required. The driver's license must not contain any restrictions that would otherwise prevent the employee from driving a GSA vehicle.

The employee must pass a criminal background check prior to, and periodically throughout, employment and must not have any felony convictions.

Employee must be willing to attend and participate in appropriate educational training program(s) to enhance skill, knowledge and abilities.

Other

- Knowledge of justice, medical and social services provided by the Tribe and by external agencies;
- Must be able to work effectively with individuals, groups and committees

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier;
- Requires the ability to read, write, communicate, and interpret information accurately in English;
- Requires the ability to concentrate and consistently produce accurate work;
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear;
- The employee occasionally is required to stand and walk;
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl;
- The employee must occasionally lift and/or move up to 30 pounds;
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate;
- The physical exertion is low to moderate;
- Generally, work is performed in an office setting;
- There are frequent employee and client contacts and interruptions during the day;
- Requires occasional travel using employee's own transportation;
- Employee may be exposed to outside weather conditions

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue

Ph.#: (253)573-7863
Tacoma, WA 98404 Fax#: (253)573-7963
Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*