



<b>JOB DESCRIPTION</b>			
<b>Pascua Yaqui Tribe</b>			
<b>Position Title:</b> Social Worker I			
<b>Pay Grade:</b>	11	<b>FLSA Classification:</b>	Non-Exempt

*This description is intended to be generic in nature. Specific duties and responsibilities of the position may be found in the department's Desk Operations Manual.*

**Job Summary:**

This class is responsible for monitoring and assisting a caseload of clients within a specific social services program. Incumbents will determine, through established regulations, benefits for clients. Case management duties including: preparing documentation, educating clients; making referrals; and monitoring client status and progress.

**Principle Duties and Responsibilities:**

1. Provide assessments of and referrals for community members, which includes, assess needs, identify appropriate resources, determine appropriate response modes, educate and inform of available options and resources, and perform other related activities.
2. Assist clients in filling out appropriate forms and documents for programs; verify information, reviews for compliance with established regulations, and guidelines; maintain and update client files.
3. Maintain regular client contact via phone, home visits, office visits, or site visits with other agencies involved in the service plan.
4. Develop plans of service, monitors and documents clients engaged in program activities; update plans as needed.
5. Develop and maintain contacts with other tribal departments, outside agencies, and/or potential employers; ensure compliance of outside agencies with program guidelines.
6. Provide crisis interventions, which require quickly addressing critical and emergency needs of customers.
7. Prepare and review progress reports; evaluates participation and client eligibility on continual basis.
8. Perform other duties of a similar nature or level as requested by supervisor or director.

**Additional Focus Area Duties and Responsibilities:**

**Positions assigned to Family/Child Advocate may also be responsible for:**

- Conducting case audits and making recommendations for correction;
- Reconciling accounts and ensuring transfers from and to proper accounts.

**Positions assigned to Ombudsman Trainee may also be responsible for:**

- Transporting elders to and from medical appointments;
- Delivering homebound meals to elders in community.

**Positions assigned to Foster Care may also be responsible for:**

- Assisting applicants for foster care through the licensing process.

**Positions assigned to Adult Social Services may also be responsible for:**

- Case management duties include: preparing documentation, educating clients, making referrals and monitoring client status and progress.

**Required Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Case management principles and practices;
- Problem solving techniques;
- Community resources;
- Customer service principles;
- Recordkeeping principles;
- Report preparation techniques;
- English language, grammar, and punctuation;
- Applicable federal, state, and local laws, rules, and regulations.
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills and Abilities:**

- Provide customer service;
- Refer clients and patients to community and health resources;
- Identify and recognize abnormal behaviors associated with mental disorders, learning disabilities, substance abuse, and domestic violence;
- Solve problems;
- Prepare reports;
- Manage crisis;
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Prepare and proofread a variety of reports and/or documentation;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**Education, Certifications and Experience Required:**

Associate's Degree in Social Work, Business Administration, Education or related field and two (2) years of social services experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Must possess and maintain a valid Arizona Driver's License;
- Bilingual English/Spanish is preferred;
- Positions assigned to the Senior Center preferred staff be 55 years of age or older and a Tribal member.

**Special Requirements:**

- This position will require the incumbent to work non-traditional hours, nights, and weekends.
- Some positions will required certification as a Lay Advocate in the Pascua Yaqui Tribal Court;
- Social Work, Case Management, or other certifications may be required depending on specific assignment;
- Proficient in Microsoft Word and Outlook;
- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in termination;
- Some positions require First Aid and CPR certification, or able to obtain with six (6) months of hire.

**Physical and Environmental Conditions:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

**Tribal Vehicle Use Policy Notice:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

**Revision Approval Date: 06.15.17**