

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Case Manager (DOJ Victim Services)

SALARY RANGE: \$35,360-\$41,600

DEPARTMENT: KFWC

POSITION STATUS: Full-Time Exempt

SUPERVISOR: Kewa House Manager

JOB POSTING ID: KFWC-6192020

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

The Victim Services Case Manager will engage in a wide range of activities for children and youth residing at the Kewa House Emergency Youth Shelter, including client case management, collaboration with referring agencies, linkage to appropriate resources, community and relationship building, group facilitation, skill building, mentoring, goal setting, and more to empower and promote optimal support. Case Manager, under supervision, are responsible for promoting a supportive-oriented system of care, providing support for youth clients during crises, and serving as a mentor/role model demonstrating competency in victim support, effective coping skills, and self-help strategies.

TYPICAL FUNCTIONS:

- Engage youth clients in collaborative and caring relationships.
- Coordinate services with referring agencies and various (tribal and/or non-tribal) agencies, such as Tribal Court, BIA Law Enforcement, Social Services, State and Local programs for comprehensive service delivery, to support victims of crime.
- Link youth clients and referring agencies to resources and services to support a life in prioritizing health, home, purpose, and community.
- Assess, support, intervene, manage, and stabilize crisis situations including the development and use of crisis plans using evidence-based methods.
- Service and resources coordination to optimize client support and functioning.
- Plan and develop groups, services, education, and victim support-oriented activities
- Provide transportation to appropriate facilities, appointments and activities that promote wellness and recovery.
- Work as a team with milieu staff, clinical staff, and community programs to maximize access to resources.
- Maintain timely service plans, case records, correspondence, and data collection.
- Develop and maintain up-to-date information about community resources and services.
- Oversee and develop ongoing program evaluation.
- Assist with department administrative needs.
- Must attend 20 to 40 hours of annual training and pass an exam to become a Certified Peer Support Specialist, if eligible, within one year of employment

- Other duties as assigned

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- Hold an associate or bachelor's degree in a human service field and two (2) years of experience working with crime victims OR any equivalent combination of education and experience.
- General knowledge and experience in higher level case management.
- CPSW/CFPSW credentials or must complete within 1 year upon hire.
- CPR/First Aid/AED.
- Food Handler's certification or must be certified within first 90 days of employment.
- Knowledgeable in the area of trauma informed care and crises intervention.
- Knowledge of local and area resources
- Knowledgeable in the areas of child abuse/neglect, sexual abuse, foster care issues and protocol/procedures.
- Previous experience with Native American youth preferred; must be sensitive to tribal customs and traditions and work with a diverse clientele.
- Excellent listening, oral and written communication skills that will enable you to work with high risk youth and families and to focus the efforts on client's well-being and to meet Santo Domingo Tribe goals and objectives.
- Work irregular hours including after hours, weekends, holidays, and on-call.
- Self-starter, able to make decisions independently utilizing resources.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **KFWC Case Manager Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume