

Human Resources Department Pueblo of Santo Domingo



PO BOX 310
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: GA Worker/Case Monitor

SALARY RANGE: \$13-\$15/HR

DEPARTMENT: Family Services

POSITION STATUS: Full Time

PERIOD TO APPLY: 8/31-9/11

STATUS: Non-Exempt

SUPERVISOR: Doris Mina

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:

Under the supervision and direction of the Program Director, Incumbent provides temporary financial assistance, and casework services to eligible individuals, and families in accordance with 25 Code of Federal Regulation. This position screens all incoming financial assistance applications and determines eligibility to assess their needs and to refer then to appropriate resources. This position case manages general assistance clients in assisting them with individualized case plans to work toward self-sufficiency. This position works as part of the family services department team. In addition, the incumbent will be performing case monitoring duties relating to the effectiveness of follow up services.

Essential Functions:

- Determines eligibility of applicants for financial assistance programs in accordance with federal regulations and funding guidelines.
- Conducts initial assessments interviews, reviews, and verifies information obtained from the interviews and documentations provided.
- Maintain strict confidentiality of all client information

- Provides case management services by referring individuals and families to community, state, and federal resources to assist the family with services other than financial assistance. For example: housing, unemployment, counseling, medical services, treatment, and prevention services.
- Prepares monthly, annual, and statistical reports (FASSR) from casework files and records, as required by funding agencies.
- Develops and maintains accurate, organized, client case record of required and pertinent information through personal interviews, home visits, and collateral contacts.
- Provides advocacy services to clients, including transportation as needed.
- Develops professional relationships with other community, state, and federal agencies to stay up to date on the most current resources available to our tribal community.
- Attend meetings as requested by the Family Services Director including weekly case staffing meeting with the Family Services team.
- Reports any child, elder, and vulnerable adult abuse, or neglect to the Family Services Director.
- Work collaboratively with other members of the Family Services Team.
- Attends trainings relevant with the work position, out of state travel may be required.
- Keep Family Services Director informed via individual meetings concerning work progress, including present and potential problems and suggestions for new and improved ways of addressing issues.
- Assist program staff in preparation of program prevention activities which may occur after hours or on weekends.
- Perform other duties as assigned.

REQUIRED COMPETENCIES:

Integrity / Honesty

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

Teamwork

All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions 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.

Oral Communication

Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone, and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.

Interpersonal Skills (Working with Others)

MINIMUM QUALIFICATIONS:

- Associate of Arts Degree in Human Services and/or related degree
- 2 years of experience in a Social Services Program
- Must pass mandatory background check
- Must possess a valid driver's license
- Must understand and speak Keres Language
- Must have strong written and oral communication skills
- Must understand tribal culture, practices, and traditional form of government.

HOW TO APPLY

Please submit complete application packet. No phone calls please.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **GA Worker/Case Monitor Application – [Your Name]**
- By mail: Santo Domingo Tribe 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 Tribe Employment Application
- Cover Letter
- Resume