



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

CSEC Social Services
Case Manager
*(Commercially Sexually
Exploited Children)*

POSITION TITLE:	<i>(Commercially Sexually Exploited Children)</i>	OPENING DATE:	October 2, 2024
CLASSIFICATION:	Full-Time	FILING DEADLINE:	October 11, 2024
STATUS:	Non-Exempt	DEPARTMENT:	Child & Family Svcs.
RATE OF PAY:	DOE	SUPERVISOR:	Director of CFS

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The CSEC Social Services Case Manager will support the Pechanga Child & Family Services Department (“PCFS”) by developing and implementing programs for the System of Care in the areas of prevention, intervention, and wellness. In addition, manage a caseload and provide case management duties, assessment, and referrals while under the direction and supervision of the Director of PCFS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement a case management plan in collaboration with the member, and any other professionals and service agencies to address the member needs.
- Assess and develop a care plan, which identifies pertinent problems and needs, realistic goals to be accomplished and the specific action to be taken in resolution of the problems and/or needs upon admission of each new client.
- Document progress notes, which relate to each resident’s care plan when necessary and within policy timeframes.
- Develop and implement programming for youth drug prevention initiatives, wellness, mentoring, and other programs affiliated with the System of Care and Community Cares initiative.
- Participate in case conferences, school conferences, Child & Family Team meetings (CFT) and court appearances with the family as requested.
- Provide information or refer individuals to public or private social services agencies or community services for assistance
- Referring consortium and community services, then monitoring these services and overseeing the client’s satisfaction with these social services
- Communicating with clients when issues arise to provide support, advocacy and clarification of issues
- Knowledge of applicable state, and federal regulations
- Must have a valid driver’s license and proof of insurance; and the ability to legally operate a motor vehicle.
- Candidate must have access to own transportation to make visits and transport clients.
- Must have the ability to meet with clients inside and outside of the office

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university with major course work in social services, social sciences, business or public administration or related discipline preferred;
OR
- Bachelor's degree from an accredited college or university with major course work in social services, social sciences, business or public administration or related discipline **required**.
- Three to five years of social services experience with three or more years of case management experience **required**.
- Computer proficiency with MS Office to include Word, Excel, Outlook and PowerPoint
- Knowledge and experience in case management.
- Must have to ability to complete all required documentation, meet appropriate deadlines, provide client follow-up, and complete outcome evaluations.
- Ability to speak with clients and understand their needs.
- Demonstrated ability to communicate, problem solve, and work effectively with people.
- Excellent organizational skill with the ability to manage multiple priorities.
- Work independently and handle multiple projects simultaneously.
- Strong analytical skills.
- Must have excellent oral and written communication skills, with strong proofreading abilities and accurate grammar.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long-Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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