



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(Vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: CSEC (Commercially Sexually Exploited Children)
Social Services Case Managers

STATUS: Non-Exempt

CLASSIFICATION: Full-time

DEPARTMENT: Child and Family Services

SUPERVISOR: Director of Child and Family Services

POSITION CATEGORY: B

RATE OF PAY: DOE

FUNDING: MMIP Grant

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:

- Develops and implements 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

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.

- 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.
- All other job-related duties as assigned.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with handling confidential and/or sensitive information and have the ability to maintain strict confidentiality.
- Must be knowledgeable of community resources and social work/counseling practices.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change with little notice.
- Ability to maintain a professional demeanor at all times.

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- Ability to work independently with a strong sense of focus and with a clear sense of boundaries.
- Ability to work in a variety of settings with culturally-diverse families and communities, and with the ability to be culturally sensitive and appropriate.
- Must be able to manage multiple projects and properly prioritize workload and have the ability to adapt to change.

CRITICAL KNOWLEDGE & SKILLS

- Increased responsibility in case management related to serving commercially sexually exploited children.
- Comprehensive crisis intervention and supportive advocacy skills.
- Paid or unpaid experience working with survivors of sexual violence.
- Broad understanding of how both the criminal and justice systems function;
- Solid experience in conducting bio/psycho/social assessments, which help, facilitate safety planning and goal setting.
- Strong understanding of the dynamics of sexual violence and how it affects both the individual survivor and community as a whole.

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. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, operate general office machines; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in an office setting. The noise level in the work environment is usually quiet while in the office, or in certain situations it may be moderately noisy during events and when outdoors.

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Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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