Youth Case Worker

POSITION SUMMARY:

Under the general supervision of the Education Staff Attorney the Youth Case Worker will be responsible for an ongoing case load of youth at risk of entering the juvenile justice system due to chronic absenteeism, truancy, and/or lack of completing or difficulty obtaining an Individual Education Plans (IEP). Youth Case Managers will work with youth and their families in a holistic approach to improving youth educational success.

DUTIES AND RESPONSIBILITIES:

1. Complete intake packets with individuals applying for program services. This includes gathering all necessary forms and documents to ensure applications are complete.
2. Develop and maintain participant case files.
3. Perform home visits on a regular basis.
4. Assist parents and students with identifying and resolving barriers to school attendance and/or IEPs.
5. Develop a plan with students, family members, and stakeholders to remedy chronic absenteeism and truancy.
6. Monitor the student’s attendance, education progress, and behavior to ensure academic success.
7. Provide transportation and accompany clients to appointments and court appearances.
8. Provide referrals to tribal and outside service agencies, and inform clients and families of the requirements and procedures.
9. Provide assistance to clients with preparing forms for outside agency services, i.e. application forms.
10. Act as an advocate for clients in interactions with other service entities.
11. Monitor client progress and ensure the follow through of services.
12. Maintain productive and effective relationships with youth and their families.
13. Provide one-on-one mentoring.
14. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, Tribal departments, and other agencies.
15. Gather and compile quarterly and annual reports on participant activities and services.
16. Provide monthly progress reports to the Court and Tribal Council.
17. Attend and participate in meetings, trainings, conferences, and committees to provide background information on the Wellness Program.
18. Coordinating activities, trainings, or community events for youth, and families.
19. Assist in interviewing individuals and family members to compile information on social, educational, criminal, or institutional history.
20. Administer needs assessments and develop case plans with clients and service providers.
21. Prepare written and verbal reports noting the clients' progress and ability to make improvements as outlined in case plans to Tribal and State Court regularly where applicable.
22. Accompany clients to Tribal Court.
23. Participate in client-related meetings such as School Attendance Review Board (SARB) hearings and IEP meetings.
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24. Communicate with and assess the needs of individuals with physical and mental disabilities, health issues, substance abuse, and mental health issues. Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client.

25. Problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.

26. Other related duties as required.

MINIMUM QUALIFICATIONS:

- Basic understanding of case management
- Ability to communicate effectively, maintain active case files for clients, and make informed recommendations on client’s wellbeing.
- Must demonstrate the ability to communicate verbally in a professional manner.
- Ability to write reports from available data to determine client needs, identify problems and initiate action plans.
- Basic knowledge and use of computer software, data base entry, and spreadsheets (i.e. Microsoft Office, Excel, Word).
- Basic understanding of California Truancy laws and processes.
- Basic understanding of IEPs for students.
- Knowledge of the local Tribal communities, preferred.

EDUCATION/EXPERIENCE:

G-4: One year above high school and six (6) months of specialized experience assisting professionals in one or more social programs such as family services, children services, mental and developmental disability services, substance abuse programs, or juvenile corrections programs.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Valid California driver’s license and able to be placed on the Tribe’s insurance plan
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. Ability to work with all phases of community in confidential, non-judgmental manner.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit,

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reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 40 pounds.

9. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ________________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

__________________________________________  ____________________________  _________________
Employee Signature  Date  Employee #

__________________________________________  ____________________________
Supervisor Signature  Date