YUROK TRIBE JOB DESCRIPTION
Youth Wellness Case Worker

Job Title: Youth Wellness Case Worker  
Job Code: 6

Department: Tribal Court  
Wellness Court
Location: Klamath

Reports To: Staff Attorney - Education  
FLSA Status: Non-Exempt

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $20.07 - $26.19

POSITION SUMMARY:

Under the general supervision of the Staff Attorney – Education the Youth Wellness Case Worker will be responsible for an ongoing case load of Yurok Wellness Court participants to include youth participants aged 12 – 25. The incumbent will be responsible for an ongoing case load of youth wellness participants and/or 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 Plan (IEP). Youth Case Workers will work with youth and their families in a holistic approach to improving youth educational success.

DUTIES AND RESPONSIBILITIES:

1. Complete intake packets with youth and their parents/guardians 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 drug testing when required, and 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 for 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 participants to appointments and court appearances.
8. Provide information on outside agency services, requirements, and procedures to participants to make appropriate referrals.
9. Assist participants and their parents/guardian in preparing necessary forms for outside agency services, i.e., application forms, release of information, etc.
10. Meet with participants as necessary for adequate service coverage.
11. Act as an advocate for participants in interactions with other service entities.
12. Monitor participant progress and ensure the follow through of services.
13. Maintain productive and effective relationships with youth and their families.
14. Facilitate program support activities and wellness group activities with participants.
15. Provide one-on-one and group mentoring.
16. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, other Tribal departments, and other agencies.
17. Gather and compile quarterly reports on participant activities and services to report to funding agency.
18. Provide monthly progress reports to the Court Director and Tribal Council.
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19. Attend and participate in meetings, conferences, and committees to provide background information on the Youth Wellness Court Program.
20. Coordinating activities, trainings, or community events for youth and their families.
21. Assist in interviewing individuals and family members to compile information on social, educational, criminal, institutional, or drug history.
22. Identify the strengths and needs of the youth and family, identify problems and the capacity for improvement and review and revise progress of case plans based on personal observations and data collection.
23. Administer needs assessments and develop and negotiate integrated case plans with participants.
24. Prepare written and verbal reports noting the participants progress and ability to make improvements as outlined in case plans to Tribal and State Court regularly.
25. Participate in participant-related meetings (e.g., IEP, Family Team meetings, School Attendance Review Board (SARB) hearings, etc.).
26. Coordinate necessary services (e.g., transportation, housing, medical, etc.) for the benefit of the participant.
27. 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).
- Knowledge of the local Tribal communities, preferred.
- Basic understanding of California Truancy laws and processes.
- Basic understanding of IEPs for students.

EDUCATION/EXPERIENCE:

G-6: An Associate degree in Behavioral Science, Social Science, Education or closely related field and one (1) year of 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. When necessary, must be able to lift 25 to 50 pounds.

4. Valid California driver’s license and able to be placed on the Tribe’s insurance plan.

5. 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.

6. Ability to work with all phases of community in confidential, non-judgmental manner.

7. 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.

8. 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.

9. 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, 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.

10. 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

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