

**YUOK TRIBE JOB DESCRIPTION
DIVERSION CASE WORKER**

Job Title:	Diversion Case Worker		Job Code	6
Department	Tribal Court	Wellness Court	Location	Eureka
Reports To:	Reentry Staff Attorney		FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE				
Salary Range	\$20.67 – \$26.17			

POSITION SUMMARY:

Under the general supervision of the Reentry Staff Attorney, the Diversion Case Worker will be responsible for an ongoing case load of Diversion/Wellness participants to include youth, adults, and/or families. Further, the position is responsible for the support, development, and implementation of Tribal Court Diversion Programs.

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 drug testing and home visits on a regular basis.
4. Provide transportation and accompany clients to appointments and court appearances.
5. Provide information on outside agency services, requirements, and procedures to clients to make appropriate referrals.
6. Provide assistance to client by preparing forms for outside agency services, i.e., application forms.
7. Meet with participants as necessary for adequate service coverage.
8. Act as an advocate for clients in interactions with other service entities.
9. Monitor client progress and ensure the follow through of services.
10. Facilitate program support and group activities with clients.
11. Provide one-on-one and group mentoring.
12. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, Tribal departments, and other agencies.
13. Gather and compile quarterly reports on participant activities and services.
14. Provide program progress report data to your supervisor and the Tribal Council.
15. Attend and participate in meetings, conferences, and committees to provide background information on the Wellness Program.
16. Coordinating activities, trainings, or community events for youth, adults, and/or families.
17. Assist in interviewing individuals and family members to compile information on social, educational, criminal, institutional, or drug history.
18. Identify the strengths and needs of the client, identify problems and the capacity for improvement and review and revise the progress of case plans based on personal observations and data collection.
19. Administer risk and needs assessments and develop and negotiate integrated case plans with clients.

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20. 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.
21. Participate in client-related meetings.
22. Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client.
23. Problem solving activities including action planning, identifying resources, goals, and timelines to resolve issues, etc.
24. Assist with development and management of Tribal Court Diversion programs, including administrative duties and data collection as needed.
25. 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.

EDUCATION/EXPERIENCE:

G-6: An Associate's degree in Behavioral Science, Social Science or closely related field and two (2) years of specialized experience assisting professionals in one or more social programs such as corrections programs or reentry services, family services, children services, mental and developmental disability services, substance abuse 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.

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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, 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