

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Case Manager
DEPARTMENT: Human Services & Education
SUPERVISOR: Penney James, Human Services & Education Director
POSITION DETAILS: Part Time Permanent, Potential for Full Time
FRINGE BENEFITS: Generous Leave Package
WAGE: DOE
OPEN DATE: 7/20/2021 CLOSE DATE: 7/31/2021

POSITION SUMMARY

The Case Manager will work directly with Tribal members to provide essential human services by addressing the unique needs of Tribal members, considering their individual strengths, talents, and goals; helping them to prepare for the future by tailoring training specific to future employment opportunities; and implementing services that are consistent with the cultural values and activities paramount to Native tradition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Case Manager administers and provides case management for Employment Assistance clients, Adult Care Services clients and staff, Child Care Assistance Services clients and staff, Burial Assistance, Emergency Assistance as well as other tribal, state, and federal programs that includes LIHEAP and FDPIR. The Case Manager will also assist the Human Services Director and Intake Specialist in all aspects of the Integrated 477 Plan, including but not limited to: Adult and Youth Services, Remedial Education, Life Skills, Occupational Training, Higher Education, Employment Support Services, Economic Development Services, and JOM Youth Services.

QUALIFICATIONS

- High School Diploma or Equivalent
- Valid Driver's License
- Three Years Clerical Experience Required
- Two years of Case Management Experience Preferred
- One Year Experience with Finance Assistance Programs Preferred

NECESSARY SKILLS AND KNOWLEDGE

- Must maintain confidentiality
- Possess moderate interview and investigative skills
- Ability to defuse tense situations
- Extensive knowledge of computer software applications including Word, Excel, Outlook, Access, and other database programs
- Considerable knowledge of correct business practices, correspondence, and typing formats.
- Ability to effectively communicate with the general public; establish and maintain cooperative working relationships
- Ability to analyze, incorporate, and implement regulation from multiple sources
- Ability to work independently and supervise
- Ability to organize and plan record keeping and filing systems
- Ability to create billings, collect payments, process expenditure in accounting system.

CONDITIONS OF HIRE

- All Yakutat Tlingit Tribe (YTT) employees are "at will". This means that the employee or YTT may terminate employment at any time for any reason.
- Yakutat Tlingit Tribe is a drug free workplace.
- Yakutat Tlingit Tribe requires a background check for safety of our clients. All employment offers are conditional until YTT has received a federal background check verifying eligibility to work in YTT's programs.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to hr@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY:  John Louis Go

DATE: 07/20/2021

To preserve, maintain and protect the unique culture and traditions of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

