FORT BELKNAP INDIAN COMMUNITY
656 AGENCY MAIN ST.
HARLEM, MT. 59526

TITLE: Case Manager (GA)                     STATUS: Permanent / Full Time
DEPARTMENT: Tribal Human Services            WAGE: $13.00 / $14.00/hr
PROGRAM: 477 Employment & Training          LOCATION: Agency Office

SUPERVISION RECEIVED: Under the direct supervision of the 477 Program Director

SUPERVISION EXERCISED: None

NATURE AND PURPOSE OF WORK:
The purpose of this position is to promote and support tribal 477 General Assistant individuals and/or families in reaching their full potential, becoming productive and self-sufficient. Knowledge and ability to implement federal, state, and tribal laws and regulations; the Fort Belknap P.L. 102-477 Integrated Employment and Training Plan, Temporary Assistance to Needy Families (TANF) Plan, State TANF Policy and Human Services (DPHHS) Regulations, Department of Labor (DOL) Regulations, Work Force Investment Act (WIA), Bureau of Indian Affairs (GA), Higher Education, Johnson O’Malley (JOM), Adult Vocational Training and Employment Assistance and any other programs that may integrated into the P.L. 102-477 Tribal Plan.

GENERAL DESCRIPTION OF DUTIES:
- Perform (GA) General Assistance caseloads and serve clients by informing and educating potential applicants regarding the 477 philosophy, eligibility requirements, client responsibilities and all 477 services available.
- **Determine eligibility** for all 477 Cash Assistance applicants by analyzing compiled verifications and documents at the time of the interview. Eligibility and calculate GA payments based on income guidelines, number in family and household status utilizing the 477 Program eligibility requirements and income guidelines after the initial interview of applicant. Research and evaluate all resources, identify assets, income or household circumstances.
- **Develops with the applicant/participant a “Case Plan”** that establishes goals, requirements and objectives to self-sufficiency. Incumbent will utilize the case plan as a map to make decisions regarding referrals, supportive services, counseling, incentives, training and other benefits that would meet the needs of each participant working toward self-sufficiency.
- **Case Management** - monitors compliance and completes redetermination of eligibility to ensure continued eligibility for program services. Must maintain accurate client files and incorporate into the case record changes in household circumstances through case notes that include the basis for the decision. Establishes Individual Self-sufficiency Plan and sets goals with client on TAS. Calculates and monitors cash benefits and vendor payments to the participant as well as comply with program requirements by providing the supervisor with monthly client information. Prepares and completes the required forms regarding cash assistance or supportive services payments to participants.
- **Monitors compliance of case load** in regards to case plan, changes in income, family and household status through redetermination of eligibility and monthly reports to ensure continued eligibility for program services. Establishes and maintains a cooperative relationship with each participant through the exercise of non-judgmental attitude and diplomacy. Must negotiate repayment agreements and collect overpayments when necessary.

- **Provide outreach services** to all communities within the service area. Attends required trainings, staff meetings, case management meetings and/or other conferences in/out of state.

- **Must comply with program requirements** by providing the supervisor with monthly client information, statistical forms and caseload figures as requested. Investigates allegations of program abuse and/or fraud and prepare documentation of such to the proper authorities.

**KNOWLEDGE, SKILLS AND ABILITIES:** In depth knowledge of casework practices and principles, employment limitations, community resources, social and economical problems, technique of planning and organizing, public relations and employment trends is required.

Must be able to deliver any of the services offered by the 477 Program.

Must possess the skills required to assumes the duties of vacant or absent positions and subject to cross training that allows delivery of services to be tailored from a variety of available resources to meet the individualized need of each participant.

Must have the ability to recognize, analyze and help resolve complex human problems and exercise professional judgment when developing conclusions and decisions in order to negotiate and monitor the achievement of client goals as well as resources to obtain them.

Must have experience in the use of computer systems and their applications; Microsoft Word, Excel, etc.

Must have the ability to use oral and written communication effectively, in order to assess, evaluate, analyze, understand, inform and provide information to participants from diverse educational, social, economic and cultural backgrounds.

**EDUCATION:** This position requires a Bachelor’s Degree in Social Work or Human Services, Family Science, Human Development and Counseling and/or similar 4 year degree; or a combination of education and two years of experience in human services field.

**SPECIAL CONSIDERATIONS:** Incumbent must possess a valid State issued driver’s license.

Must be subject to and comply with the FBIC’s Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy. Must be subject to a background check as required for such employment as conducted by Fort Belknap Tribal Personnel Department. Will be expected to maintain certain levels of performance and conform to established personnel policies of the FBIC

**IMMIGRATION REFORM AND CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

Updated: June 20, 2017