

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

TITLE: Case Manager (TANF)

STATUS: Permanent /Full Time

DEPARTMENT: Tribal Planning Department

WAGE: \$13.48 per 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 inspire tribal individuals and/or families in reaching their full potential and to reach self-sufficiency. 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 be integrated into the P.L. 102-477 Tribal Plan.

GENERAL DESCRIPTION OF DUTIES:

- Main responsibility serve TANF Cash assistance clients and must have some experience with client training.
- **Determine eligibility** for all 477 Cash Assistance applicants by analyzing compiled verifications and documents at the time of the interview. Eligibility will be based on income guidelines, number in family and household status utilizing the 477 Program eligibility requirements and income guidelines. Calculate benefits 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, requesting additional information if needed and will notify each applicant upon determination of services.
- **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. 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.

Monitors compliance of case load in regards to case plan, changes in income, family and household status through redetermination of eligible and monthly

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 have experience in providing services in a professional manner and the ability to enhance the human well-being of 477 clients. Assist clients meet the basic human needs.

Must possess the skills and flexibility to assume the duties of a vacant or absent position and be 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. Must possess excellent customer service skills.

EDUCATION: This position must possess a Bachelor's Degree in Social Work or Human Services, Family Science, Human Development and Counseling; 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 Fort Belknap Indian Community Council's Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy. Must subject to a background check as required for such employment as conducted by Fort Belknap Tribal Personnel Department.

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.