



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Case Manager – Labor		<b>JOB CODE:</b> CAMG
Government Employee	<b>EEO:</b> 6	<b>PAY GRADE:</b> 13
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Reduce the unemployment rate of eligible Native Americans in our 39 county service area. Provide training activities to enable participants to advance in job opportunities, and improve the effectiveness of employment and training services.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Daily - provide and coordinate case management and program services to approximately 100+ clients per year in a 39 county service delivery area.
2. Daily - review and evaluate factors to ensure clients meet federal eligibility guidelines.
3. Assess 100+ clients per year using formal and informal testing/methods, including Summer Youth Program Participates.
4. Year - place 100+ clients in proper component(s) (i.e., work experience, training assistance, classroom training).
5. Weekly - monitor and review client's progress.
6. Conduct 90-day follow-ups of clients.
7. Yearly - network with other agencies to provide maximum access and use of available programs to better serve the population and conduct outreach services.
8. Monthly - Meet and exceed the minimum program standards for the federal programs.
9. Bi-annually coordinate and facilitate clients skills upgrade opportunities.
10. Assist with required quarterly and annual reports.
11. Daily perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	477 Federal Program Director
Leadership Accountability	Provides input for strategic plans and interprets policy.
Supervisory Accountability	Monitors clients on progress of employment, education and training.
Organizational Accountability	Monitors program policies and ensures procedures are followed
Financial Accountability	Monitors client expenditures
Customer Accountability	Establishes and promotes positive working relationships and supportive work environment with culturally diverse populations
Freedom to Act	Subject to general input and annual performance review from 477 Federal Program Director



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelor's Degree in Social Work or related field preferred.

**ESSENTIAL:**

1. Valid driver's license, dependable transportation and proper insurance.
2. Must promote a healthy, non-abusive lifestyle.

**EXPERIENCE:**

1. Minimum of three years (3) progressively responsible employment in field involving direct contact with the public.
2. Experience in case management, preferred.
3. Experience with federal programs, regulations and eligibility criteria, beneficial.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of basic computer skills and applications.
2. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
3. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, and clear sense of boundaries.

**WORK PLACE RESPONSIBILITY**

1. Maintain a safe and healthy work place environment.
2. Intake assessment, goal setting, short term, and long-term case plan development.
3. Review and evaluate progress in relation to measurable goals.
4. Complete and maintain client records and reports.

**WORKING CONDITIONS**

1. Work in an office setting.
2. Must be able to perform considerable travel.
3. Repetitive use of shoulders, arms, wrists and hands.
4. Bending, stooping and occasional lifting up to 50 lbs.