



Ho-Chunk Nation

Job Description



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| TITLE: Case Management Aide | | JOB CODE: CAMA |
| GOVERNMENT-EMPLOYEE | EEO: 8 | PAY GRADE: 5 |
| Non Exempt | No Flex | FUNDING SOURCE: NPD |
| HO-CHUNK PREFERENCE | | |

"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

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

A Case Management Aide is provided tasks to complete by the supervisor and is a critical member of the Child and Family Services team (CFS). Case Management Aides work primarily with the children, adults, and elders that CFS serves by providing transports for court-ordered services and court-ordered supervised visits; assisting Social Workers; and office tasks such as filing, completing truthful, accurate, and timely documentation, and assisting with enrollment applications. A Case Management Aide is a paraprofessional who is responsible for assisting the families CFS serves with exemplary customer service in order to begin the steps to resolving past, present and potential traumas. A Case Management Aide also establishes and maintains a working relationship with other social services providers, local law enforcement, and school personnel.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Achieve 100% on-time performance for transport pickups and drop-offs.
2. Conduct supervised visits between parents and children weekly under the legal custody of CFS; complete documentation.
3. Testify in Court.
4. Complete accurate Case Management Response Forms within two (2) business days.
5. Assist with filing on a daily basis.
6. Assist with enrollment applications and other pertinent documents with follow-up monthly.
7. Attend mandatory trainings related to essential job duties, as trainings become available.
8. Conduct self in professional manner when working with clients or professionals daily.
9. Completes all documentation in timely manner, including but not limited to case notes, data entry, and monthly reports.

JOB RESPONSIBILITY

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| Job Reports to | Program Manager |
| Leadership Accountability | None |
| Supervisory Accountability | None |
| Organizational Accountability | None |
| Financial Accountability | None |
| Customer Accountability | Interfaces with outside customers and inside customers. |



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| Freedom to Act | Subject to regular review by supervisor. |
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MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in human services discipline (i.e. Psychology, Sociology, Counseling or Social Work).
2. Possess at least two (2) years of formal post high school education.

ESSENTIAL:

1. Must adhere to all applicable confidentiality laws.
2. Must maintain a valid driver's license, dependable transportation, and insurance.
3. Must promote a positive, non-abusive, healthy lifestyle.
4. Completes all documentation in timely manner.

EXPERIENCE:

1. Two (2) years' experience working with families.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Strong verbal, written communication skills, and strong computer skills with working knowledge of Microsoft operating systems.
2. Provide court testimony or documentation upon request.
3. Have ability to multitask and work independently at times; work as part of the Quality Assurance team and the CFS team as a whole.
4. Knowledge of the Ho-Chunk Nation government structure, kinship system and customs, resources, and laws.
5. Follow applicable policies, codes, acts, and ordinances.
6. Working knowledge of family dynamics.

WORK PLACE RESPONSIBILITY

1. Maintains a safe, healthy and pleasant work place environment.
2. Highly capable of working independently but also as a team.
3. Follows chain of command.
4. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Case Management Aide will primarily work in the field (70% of the time) but will have office work 30% of the time.
2. Case Management Aide is required to travel, sometimes in inclement weather.
3. Work hours are subject to change, requiring flexibility as needed.
4. Home visits or supervised visits may be conducted, sometimes in unsafe environments.
5. Case Management Aide may be required to lift up to 50 pounds infrequently.