

CHEYENNE RIVER SIOUX TRIBE
OYATE CONNECTIONS / PUBLIC LAW 102-477 EMPLOYMENT AND TRAINING
CASE MANAGER AIDE

DESCRIPTION OF WORK

General statement of duties: Will provide data entry for all client files and technical support for client database

Supervision received: Works under the general guidance and direction of the Case Manager

Supervision exercised: None, unless directed by the 477 director.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Conduct data entry for all incoming client applications to include electronic database input and establishing a hard-copy file per client based upon their eligibility in Youth Services, GED, On-The-Job Training (OJT), Work Experience (WEX), and/or Support Services,

Maintain incoming and outgoing documents per client file to include case notes by Case Manager, time reports, weekly activity sheets, sign-in/out forms, new employment verification, and document requests,

Assist with preparing monthly and annual statistical reports for federal, state, and tribal reporting,

Work cooperatively with Intake Specialist in reviewing applications for verification and authenticity necessary for accurate submission,

Maintains a cooperative rapport, working relationship with the other departments and the public,

Attend training sessions locally and nationally as required by the 477 director,

Other duties as assigned by the Case Manager or Director as deemed necessary for program success.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Considerable knowledge of the local available job market and working knowledge of the 477 program rules and regulations. Ability to communicate effectively, verbally, and in writing. Ability to interview and Council participants effectively. Ability to establish and maintain an effective working relationship with the tribal Administration, all other tribal programs, and other agencies. Must possess competent written and oral language skills. Must be a self-starter and understand the concept of completing tasks in a timely manner to meet deadlines. Must be willing to and able to travel.

Education: Must have a minimum of a high school diploma or GED required.

Experience: One (1) year experience working with high volume filing and clientele preferred, but not mandatory, basic computer knowledge.

Special Requirements: Must be in possession of a valid South Dakota driver's license, and able to meet the requirements to drive a tribal or GSA vehicle, and must be able to pass a background check. Incumbent is subject to the CRST drug and alcohol testing policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local / tribal / Federal and state background checks in accordance with PL 101-630, PL 101-647, Executive Resolution E-235-97 and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

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