

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

DESCRIPTION OF WORK

General statement of duties: Identifies and / or develops job opportunities for 477 program, provides counseling services and training opportunities to clients.

Supervision received: Works under the general guidance and direction of the PL 102 - 477 director.

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

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

Provide orientation to clients, explain their rights and responsibilities, establish and supervise worksite agreements, conduct worksite visits weekly, and other pertinent information to employers and participants.

Work cooperatively with Intake Specialist in reviewing applications and files for verification, documentation, and completeness.

Develop Employability Development Plans (EDP) with clients and assist them in finding new and creative ways in becoming self-sufficient to include attending trainings and workshops available locally.

Monitors programs daily transactions for compliance and accountability to include accurate timesheet preparation and stipend processing, monitors files and other confidential information.

Administer Career Assessment Battery (CAB) and review results identifying skill and interest

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

Maintains a rapport, working relationship with the Department of Interior, other departments and the public.

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

Maintains high-volume filing of client applications with the assistance of the Intake Specialist, manually and electronically.

Assist and participate in Youth Services projects to include public announcements, application intake, screening and selection processes, and establish worksite assignments.

Other duties as assigned by the director.

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. One year college with courses in social work and counseling, preferred but not mandatory.

Experience: 1 year experience working with high volume filing and clientele preferred, but not mandatory.

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).

Revised date: 2.11.21