

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: Employment Caseworker
Reports to: VR477 Supervisor
Average hours per week: 40

Dept: Social Services
Grade: 10
FSLA status: Non-exempt

Job Summary

Contributes to the Tribe's mission of improving the quality of life for Tribal people by providing Tribal members with employment and/or mentorship services to aid them in becoming employed in a position which meets their needs, gives them the opportunity to be self-supporting, and provides opportunities for career advancement.

Essential Functions

Develops, delivers, and evaluates a comprehensive 477-project plan

1. Develops client's Individual Employment and Education Plan that addresses their employment barriers.
2. Assesses and determines client eligibility based upon program criteria.
3. Assesses job skills, career interests and financial needs.
4. Coordinates with other social service departments and Tribal Education Department as needed to assist clients in overcoming employment barriers.
5. Provides Program orientation sessions which include program overview, eligibility requirements and legal regulations in addition to conducting regular follow-up sessions via telephone calls and home visits.
6. Develops and maintains relationships with internal/outside employment resources including, but not limited to, private contractors, local and State government programs to assist Tribal members and non-Tribal members as agreed upon with outside workforce development resources.
7. Recruits candidates in compliance with outside resource agreements.
8. Advises clients of job shadow, school-to-work and internship opportunities.
9. Notifies clients of job opportunities within Tribal government, Spirit Mountain Development Corporation and external opportunities.
10. Conducts videotaped mock interviews and assists clients with development of resume.
11. Follows up after interview and placement to determine need for additional counseling and assistance.
12. Provides appropriate referral(s).
13. Performs home visits as necessary.
14. Provides department manager demographic and statistical data.

Under direction of supervisor, responsible for recruitment of one to two Mentees per year.

1. Reviews qualifications of applicants and prepares application material to be sent for submission.
2. Coordinates placement of Mentee in various Tribal programs and departments.
3. Coordinates new hire orientations for Mentee.
4. Develops work plans with goals and objectives for Mentee.
5. Develops and delivers an orientation program for Mentors.

6. Monitors, supervises, and evaluates Mentee work activities and progress.
7. Assures Mentee will have exposure to all areas of each department's responsibilities.

Performs administrative duties

1. Monitors client's progress and adheres to program standards.
2. Supervises On-the-Job training clients.
3. Makes decisions on financial assistance for clients.
4. Prepares and submits required documentation to account for program training funds.
5. Maintains client confidential case files in accordance with program requirements.

Performs work in a fast-paced and stressful environment where incumbent must multi-task to complete work assignments

1. Works with angry or disgruntled clients in a cooperative and effective manner.

Additional Functions

1. Performs miscellaneous duties as assigned by supervisor.

Qualifications

1. Requires an Associate's degree in Social Services, Human Services or closely related field of study.
2. Requires a minimum of three (3) years directly related work experience in an increasingly responsible position in a social service, employment services or vocational rehabilitation program.
3. Requires a First Aid/CPR certificate or must be able to obtain within sixty (60) days of hire.
4. Requires knowledge of Native American culture.
5. Must have intensive knowledge of employee recruitment, employment counseling, and hiring procedures.
6. Must be able to use judgment in the analysis of facts and circumstances surrounding individual problems or transactions and in the determination of actions to be taken within the limits of Employment Services policies and procedures.
7. Ability to make independent decisions regarding financial assistance to clients.
8. Must have excellent interpersonal skills due to the high level of customer contact.
9. Must have knowledge of MicroSoft software and database programs.
10. Must have knowledge of and skill in conflict resolution techniques.
11. Must have the ability to work under direction where objectives are established.
12. Must have the ability to use a wide range of procedures, planning and arranging own work referring only unusual cases to supervisor.
13. Must have the ability to give technical guidance to others related to employment and career guidance issues.
14. Must have the ability to perform multiple tasks in a fast-paced and stressful environment.
15. Must have the ability to work with angry or disgruntled clients in a cooperative and effective manner.

Typical Physical Requirements and Environmental Conditions

Physical Requirements

1. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
2. Continually requires working with fingers rather than the whole hand or arm.
3. Continually requires repetitive movement of the wrists, hands and/or fingers.
4. Often requires walking or moving about to accomplish tasks.
5. Occasionally requires standing and/or sitting for sustained periods of time.
6. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
7. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
8. Occasionally requires lifting of up to 20 pounds.

Environmental Conditions

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Attendance

Required to comply with company attendance standards to fulfill essential functions.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

Drivers License & Insurance Requirement

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Background Check

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

Travel Requirements

Local travel is occasionally required. Travel outside of the state is infrequently required.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

Direct Supervisor/Manager Signature

Date