The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 06/12/26
CLOSE: Until Filled

EXEMPT _X__
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION:	**TANF CASEWORKER**
RESPONSIBLE TO:	TANF/GA Program Manager
SALARY:	Step Range: 18-28; Full Benefits Salary Range: $48,303 - $64,915 Hourly Range: $23.22 - $31.21
CLASSIFICATION:	Non-management, Regular, Full-time
LOCATION:	The Klamath Tribes Administration 501 Chiloquin Blvd. Chiloquin, OR 97624
BACKGROUND:	P.L. 101-630

POSITION OBJECTIVES

The Temporary Assistance to Needy Families (TANF) Caseworker's primary purpose is to assist families with meeting their basic needs while learning to become self-supporting. Incumbent will work with individual families, to provide intensive case management services and maintain accurate, current records of services and progress.

The Caseworker must have the ability to work with families in distress and demonstrate compassion while remaining objective about the needs of the families. The goal is to reduce the number of families who are dependent upon public assistance, increase the number of single parents completing education and training, increase child support services, and increase self-sufficiency. The Caseworker must be able to meet these goals while carrying a heavy case load.

This position will travel between Klamath Falls, Chiloquin, and other rural communities to serve Native Americans in Klamath County.

MAJOR DUTIES AND RESPONSIBILITIES

1. Establish, coordinate and maintain a collaborative working relationship with TANF participants, co-workers, contractors, general public, community resources and other agencies.

2. Respond in a timely manner to potential applicant questions regarding TANF benefits and claim procedures.

3. Determine TANF eligibility and initiate procedures to grant, modify, deny or terminate assistance or refer applicants to other agencies for assistance; interpret and explain program policies and procedures. Monitor the payment of benefits throughout the duration of the claim.

4. Assist in obtaining child support through interviews and completed documentation, as required for child support enforcement.

5. Develop a case plan with individual families detailing the steps and support services needed for family to achieve their goals; plans may include participation in interagency case management.

6. Responsible for overseeing that participation rates are met according to the Klamath Tribes TANF Plan with accompanying documentation, and properly entered in the TAS database.

7. Determine prevention services to address the needs of family members such as, parenting, drug and alcohol abuse, criminal justice, domestic abuse, childcare, etc.; make all appropriate referrals.

8. Interview, clients to ascertain employability and identify barriers to employment by assessing the participant's skills, strengths, and work history.

9. Insure child care reimbursement(s) are entered accurately and issued in a timely manner. Monitor the payment of benefits throughout the duration of the claim.

10. Initiate frequent interaction with clients by telephone, office visits, and home visits to continually monitor case plan progress.

11. Case plans will be updated every six months.

12. Monitor and maintain case record files on individual client achievements and insure applications are renewed every six (6) months with a current application.

13. For individuals who may qualify for SSI, assist with referral and SSI application processes; monitor progress of claim.

14. Refer clients for job skills training classes, which will include filling out applications, resume'/cover letter writing, interviewing, etc.

15. Identify work ready individuals for a full-time job placement; make the appropriate referrals for the barrier interview and determination of placement.

16. Identify and utilize resources that assist families with school age children that are "at risk" for learning or behavioral problems. Serve as an advocate with the parents when addressing school concerns with the children.

17. Provide case management services to teen parents through programs designed to address life skills and high school completion or equivalency.

18. Provide transition services and referrals to local resources, support services, and employment retention services for families who are in transitional status.

19. Access database systems with current, accurate client information.

20. Prepare monthly reports, as requested by the TANF Program Manager.

21. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the general supervision of the TANF Program Manager. Employee works independently, referring unusual problems, or matters affecting policy to the supervisor. Work and records are reviewed on a regular basis to ensure program compliance.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of principles and process for providing customer and personal services.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures.

Knowledge of general economic conditions and trends, including Oregon industrial, labor, business and agricultural conditions, employment practices, employment and training requirements.

Knowledge of dysfunctional drug/alcohol behaviors and dependency for referral purposes.

Knowledge of, or ability to learn, Welfare Reform, Federal and State Regulations and Privacy Act.

Skilled in providing direct case management, including interviews with families, formulating social service treatment plans, providing on-going case support and coordination of service delivery with other agencies.

Skilled in active listening with good common sense, using logic and reason to identify client's strengths and weaknesses.

Ability to meet with the public and staff in a courteous, and professional manner.

Ability to work with Native American families of varying social, educational and economic backgrounds.

Ability to accurately keep and maintain complete records and accomplish tasks in accordance with the TANF policies and procedures.

Ability to organize and analyze information about individuals for case management planning.

Ability to communicate orally and in writing for the purpose of providing instructions, drafting letters and notifications, completing forms/applications, obtaining information and conveying messages.

Ability to maintain **strict confidentiality** of all facets of programs and client records.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*

- **REQUIRED** to possess at least one (1) year of case management experience. (*Must reflect experience on application.)*

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess excellent oral and written communication skills.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- A Bachelor Degree in Behavioral Sciences, **OR** an equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skill, and ability to perform the job duties may be considered in lieu of degree.

- Previous experience working with Native Americans or other underserved populations in a rural, socially disadvantaged community, is preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**