



EMPLOYMENT OPPORTUNITIES

Job Title: Liaison Caseworker

Closing Date: 10/14/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-010

Job Type: Full-Time Regular

Department: Tribal Social Services – Residential Programs for Youth

City: Sacaton, AZ

Location: 505 S. Pear Road

Area of Interest: Social Services

Salary/ Hourly Rate: Range \$51,874.00 - \$77,874.00 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Liaison Caseworker is responsible for providing liaison services for the children residing in the Residential Program for Youth who range from birth to 17 years old. This position provides personal and professional liaison services, in concert with other services offered by the Gila River Indian Community.

ESSENTIAL FUNCTIONS:

- Coordinate with clinical staff and other service provider to ensure appropriate psychological, social, and economical services are acquired and provided; provide regular and frequent updates to other members of the line staff on the status of clients and completes all related documentation and forms.
- Provide liaison services between local public schools which includes attending parent teacher conference, providing transportation to school, and advocate for education services to ensure resident needs are met.
- Provide transportation for residents to appointments as necessary (i.e., medical, educational, public assistance, etc.) which also can consist of but not limited to parent teacher conferences, transportation to school, medical or dental appointments and any as needed medical needs that may arise
- Collaborate with interdepartmental members in order to provide individualized resident(s) updates at monthly Child Family Team (CFT) staffing's for case managers and service providers; Works closely with internal Behavioral Health Technician(s), Counselor, and Youth Development Specialists to present detailed documentation of resident updates, education, needs and services.
- Collaborate with Gila River Health Care (GRHC) in order to maintain individualized medical services needed of each resident which consists of scheduling, transportation, and communicating prescription medication, dental appointments, annual physicals, or as needed appointments.
- Work directly with residents to ensure appropriate forms are completed for assistance programs as required; Make appropriate referrals to other agencies and programs when necessary; Notify management of all significant issues affecting client/residents and take steps necessary to ensure full resolution of issues.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of residential treatment programs.
- Knowledge of chemical dependency and other issues affecting Native American Youth.
- Knowledge of Native American cultures.
- Knowledge of behavioral problems and strategies for meeting the needs of children in crisis.
- Knowledge of child medication services.
- Knowledge of public school services.
- Be of good moral character and have good physical and emotional health.
- Ability to organize multiple tasks.
- Ability to work with a variety of staff members in a team approach to service delivery.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to maintain accurate records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Counseling, Social Work, Sociology, or a closely related field and one (1) year experience in Social Services which involved case management or caseworker experience; Or
- Associate's degree from an accredited college or university in Counseling, Social Work, Sociology, or a closely related field and three (3) years' experience in Social Services which involved case management or caseworker experience; Or
- Five (5) years' experience in Social Services which involved case management or caseworker experience.

ADDITIONAL REQUIREMENTS:

- Must be 21 years of age.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Maintain current CPR & First Aid Certification or be able to obtain within 90 days of hire and maintain through employment.
- Required to complete annual TB test.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**