



EMPLOYMENT OPPORTUNITIES

Job Title: Case Manager

Closing Date: 04/21/2026

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: 26-174-15

Job Type: Full-Time Regular

Department: Tribal Social Services

City: Sacaton, AZ

Location: 531 W. "B" Street

Area of Interest: Social Services

Salary/ Hourly Rate: Range \$56,957.00 - \$70,457.00

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Case Manager is responsible for ensuring the safety and well-being of children of the Gila River Indian Community. The Case Manager is responsible for keeping families together as a family unit by providing culturally appropriate case management services and referring clients to appropriate social or health services when necessary.

ESSENTIAL FUNCTIONS:

- Complete assessments to determine strengths and weaknesses of a family and to determine possible safety issues of children; create a case plan specific to the children and family.
- Conduct home visits with children on a monthly basis or more often if needed basis, which also includes monitoring placement; Documents each interaction that is conducted with family, service providers, and collateral contacts.
- Coordinate with other agencies to provide emergency assistance and resources including food, clothing, crisis intervention, and/or medical services; Communicates with service providers for children and parents on a monthly basis.
- Attend and participate in child and family team meetings with behavioral health and advocate for the child/children; Attend monthly medical checkups for children who are prescribed psychotropic medication.
- Participate in weekly meetings with the Protective Services attorneys and Child Welfare Management Team to provide updated on cases; Provide weekly reports with attempts to locate missing children and their updated status; Prepare and submit requests to the Protective Services Office for motions for the court for missing and/or children who have run away.
- Investigate and provide written report with recommendations for guardianship hearings; Prepare court reports and attend court review hearings; Make recommendation to the court, and testify as needed.
- Develop and maintain case management files with updated information regarding placement, documents, placement information, court order, academic, special education, medical, behavioral health, and monthly contact narratives.
- Search for family placement, conduct home safety evaluations, and completed background checks.
- Transport clients and their families to various medical appointments.
- Required to perform 24/7 on-call duties for one week on a rotating basis.

- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of child welfare case management principles and practices.
- Considerable knowledge of child abuse and neglect, and the ability to decipher appropriate actions to take.
- Considerable knowledge of behavioral health services, child development, substance abuse, domestic violence, and medical information.
- Considerable knowledge of social services, community organization and health services.
- Considerable knowledge and experience in working with children, families, and historical trauma.
- Knowledge of children involved with developmental disabilities services and/or special needs.
- Knowledge of psychotropic medication.
- Professional knowledge in established policies, professional standards of state welfare and Gila River Indian Community Tribal Law and Order Code.
- Skill and ability in interviewing, problem solving, assessment and case planning.
- Ability to work independently and make difficult decisions based on observations and documentation related to cases.
- Ability to effectively manage time, prioritize duties and responsibilities, and address emergency situations.
- Ability to maintain a strict standard of confidentiality.
- Ability to communicate effectively verbally and in writing.
- Ability to follow written and verbal instructions.
- Ability to coordinate the work of others.
- Ability to maintain effective working relationships with other employees, Community officials and the public.
- Ability to perform all physical requirement of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor degree from an accredited college or university in Social Work, Psychology, Human Services, or a closely related field and two (2) years' experience in a social welfare program which included at least one (1) year of case management experience.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout the 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.
- Required to obtain a Tribal Operator's permit.
- 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, Salaried 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