**JOB ANNOUNCEMENT**

**Post Date: 02/25/21**

**TANF Caseworker**

**Closing Date: Open Until Filled**

* **Wages:** D.O.E.
* **Classification:** Non-Exempt
* **Reports to:** Case worker supervisor
* **Hours:** Monday – Friday 8 a.m. to 5 p.m. Located in the Mendocino County Ukiah office

**GENERAL RESPONSIBILITIES:**

The Round Valley Tribal TANF Program serves needy members of the Round Valley Indian Tribes residing in Mendocino County with cash assistance and supportive services.

Applicant will provide intake services for on-going case Management Services. This would include coaching and providing supportive services towards client empowerment. Assisting case participants to move into a positive direction towards self-sufficiency. The Case Worker shall ensure the participants right to privacy and ensure appropriate confidentiality when information about the participant is released to others. The Case Worker is the RVTT staff member that is primarily responsible for interaction with participants and will be responsible for performing the following important tasks: Maintain a self-sufficiency outline for the participant and participants family. Provides home visits when necessary; Initiates court appearances as needed to assist participants; Makes child abuse reports when necessary; Works with participants and agencies relative to domestic violence cases; Performs intervention services when participants are identified as being under the influence of alcohol or drugs on a regular basis and intervenes based on the established RVTT For Cause Participant Drug Testing Procedures.

**Minimum Qualifications include:**

Associate of Arts Degree preferred in Social Science or another related field. High School Diploma and six (6) months related experience required. Applicant must possess a valid California driver’s license (DMV Printout required) and pass a pre-employment drug screening. Associate of Arts Degree preferred in Social Science or another related field. High School Diploma and six (6) months related experience required. Knowledge of database software and word processing software and contact management systems.