

**ROUND VALLEY INDIAN TRIBES**  
*A Sovereign Nation of Confederated Tribes*

TRIBAL COUNCIL OFFICE  
 77826 COVERLO ROAD  
 COVERLO, CALIFORNIA 95428  
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LOCATION: ON STATE HWY 162  
 ONE MILE NORTH OF COVERLO  
 IN ROUND VALLEY  
 TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

**Caseworker**

**DEPARTMENT:** Round Valley Tribal TANF  
**CLASSIFICATION:** Exempt  
**SALARY RANGE:** D.O.E.  
**SCHEDULE:** Full-time, Monday to Friday  
**REPORTS TO:** Round Valley Tribal TANF Deputy Director  
**LOCATION:** Round Valley Tribal TANF Building/RVTT Ukiah Office

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. The RVTT Program provides parent(s) or caretaker participants with job preparation, work related assistance and other supportive services with the goal of achieving self-sufficiency. It is the intent of the RVTT Program that particular attention is paid to providing a Culturally relevant program that encourages the preservation of Native American families.

**SCOPE OF WORK:**

The Caseworker provides Intake services and on-going Case Management Services including coaching and providing support services and client empowerment to enable participants to move into a positive direction towards self-sufficiency

**ROLES AND RESPONSIBILITIES:**

- Accepts RVTT pre-application information with potential participant families through various forms of communication including phone interviews, client appointments and drop in participants.
- Reviews RVTT Program Application and completes Intake Interview with Participant to determine eligibility.
- Interviews participants with personal and family adjustments, finances, employment, food, clothing, housing and physical and mental impairments to determine nature and degree of problem.
- Make initial determination of needs including any emergency or support service required by family.
- Secures all required participant information related to case management and client stability such as medical, psychological, and social factors contributing to participant situations and barriers to self-sufficiency.
- Empowers participants to mobilize self-motivation and shall make every effort to foster and respect maximum client self-determination. The Case Worker is responsible for helping participants make informed decisions about selecting RVTT services.
- 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 shall intervene at the participant's level to provide and/or coordinate the delivery of direct services to participants and their families. Coaches, participants to modify attitudes and patterns of behavior by increasing understanding of self-awareness and how their behaviors have contributed to their barriers to employment and self-sufficiency.
- Refers participants to community resources and other organizations that may provide appropriate services to address participant needs.

**Indian Preference:** Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25 U.S. code, Section 472 & 473).