

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-025	October 13, 2022	October 27, 2022
POSITION TITLE AND DEPARTMENT	SALARY	
Case Manager	\$24,960.00	
ALTCS Program	Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Work schedule: Applicant may be required to work evenings and weekends and travel as needed.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Case Manager under general supervision of the Arizona Long Term Care System (ALTCS) Manager, the Case Manager provides case management services to individuals eligible for ALTCS services. The Case Manager ensures quality, effective and efficient services are provided to clients. Plans, obtains, monitors and ensure appropriate cost effective medical and medically related services are provided for clients. Conducts assessment interviews and perform regular home visits, utilizing department vehicle, for eligible members by developing case plans that ensure appropriate services are available and accessible for the client. Establish client case file by following applicable State standards. Monitors case plan and arranges for provision of or referral to necessary services. Document information in client records; carry caseloads with several difficult or complex cases and coordinates

case management services with other professionals. Complete assignments in a timely manner or in specific timeframes. Responsible for operating a computer system which will be online with the State, ensures accurate record keeping using computerized database and records information to ensure maximum confidentiality. Participates in scheduled case plan meetings or staffing and discuss issues or cases that require additional input and planning. Provides updates on the status of clients in care and offers alternative solutions to issues to ensure client receives quality care/services. Coordinates with Tribal departments and other health care agencies to ensure proper services are rendered. Interact with multi-disciplinary professionals, healthcare providers, representatives from public and private agencies and organizations. Evaluate provider services, identify provider service problems and make recommendations to continue services. Coordinate nursing home placement and assist client in transaction/transition. Responsible for providing written reports on a monthly and quarterly basis and performs other duties as assigned to maintain and enhance program/departmental operations.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in providing case management services to the elderly, physically disabled or in a related field. ***Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".***

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of case management techniques and practices.
2. Knowledge of cultural, environmental and community influences on elderly, disabled population.
3. Knowledge of the communities of the San Carlos Apache reservation.
4. Ability to make sound decisions and coordinate services among participating Tribal departments and other health care agencies.
5. Ability to act on and complete assignments in a timely manner.
6. Ability to communicate effectively both orally and in writing.
7. Ability to operate a variety of standard office equipment including computer systems and related software.
8. Ability to handle assignments with a great deal of professionalism and sensitivity towards clients, employees and the general public.
9. Ability to maintain effective working relationships with people of varied economic and educational background.
10. Ability to speak and understand the Apache language.
11. Ability to understand HIPAA and maintain strict confidentiality.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Timecah Cosen
Human Resource Assistant

October 13, 2022
Date