

JOB ANNOUNCEMENT

Title: Social Services Coordinator

Requisition Num.: 024-2021

Open Date: 04/01/2022

Closing Date: Until Filled

Department: Human Resources

Classification: Full-Time, Exempt

Salary: Commensurate w/ Experience

Location: Valley Center, CA

Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Opportunity: This position under supervision of the Director of HR & Member Services will provide social services coordination involving the Tribal Government, Tribal Members and their families. This position will perform routine assignments involving individualized social services cases through specialized applications of casework methods and skills; provision of comprehensive casework services; server as a case facilitator, organize internal and external meetings, and perform related work as required. Individual must be energetic, forward thinking and practice from a trauma informed perspective with high ethical standards and an appropriate professional image. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Partners with Federal, State, County, local health services, and Rincon Tribal Government management team to coordinate various social services programs to Tribal Members.
2. Assist the HR Director in the Development and implementation of social services goals, objectives, policies and priorities as directed.
3. Assess internal and external social services administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes as directed.
4. Assist the HR Director with development and administration of the department annual budget; forecast of funds needed for social programs, communications, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate as necessary.
5. Explain, justify and defend Tribal Government social services programs to internal/external customers.
6. Negotiate and resolve sensitive and controversial Tribal social services issues as directed.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

7. Assist Tribal Members and Families with the enrollment of various social services as needed or directed.
8. Maintains social services records both hard and electric record databases, and compile reports from the database.
9. Respond to and resolve difficult and sensitive Tribal Member inquiries and complaints related to social services related to Federal, State, and County.
10. Assist in the development, monitoring, and enforce all social services related policies.
11. Identify risk exposure and assist management in determining effective methods of reducing liability and protecting Tribal assets.
12. Assist the HR Director with Maintaining and updating Tribal social services polices.
13. Monitor social Services efforts for the Tribe as directed.
14. Assist the HR Director and Department Managers with social services training development.
15. Coordinate compliance issues with Federal and State regulatory agencies as assigned.
16. This position will require local and national travel as directed.
17. Attend required meetings and trainings.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Bachelor Degree or equivalent in social welfare, social or behavioral sciences, social/human services, or a closely related is required.
- Five (5) years of performing case planning/case management duties in a public or private social services agency/government is required.
- Background in Federal, State, and local government social service laws, and other government compliance regulations is preferred.
- Ability to objectively provide social services to Tribal Members and Tribal families and management through complex, difficult, and emotional issues.
- The ability to research and analyze various different type of data information.
- Must have the ability to make recommendation to effective resolve problems or issues, by using judgment that is in consistent with standards, practices, policies, procedures, regulation or law.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- A Family Development Credential (FDC) is preferred.
- Ability to be insured by the designated Tribal insurance carrier.
- Ability to pass a live scan background check

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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WORK-RELATED KNOWLEDGE

- Knowledge of American Indians and their history (preferred).
- Knowledge of records management procedures, and use of electronic health record system.
- Knowledge of applicable federal, state and local regulatory laws and regulations including established professional standards.
- Knowledge of medical and psychiatric rehabilitation terminology.
- Knowledge of physical and behavioral (psychological, emotional and social) needs.
- Knowledge of community resources for behavioral health related issues.
- Ability to analyze problems, devise solutions, and make sound decisions.
- Ability to apply the principles and concepts of psychiatric rehabilitation counseling.
- Ability to interview and secure personal and social information, as well as information needed for determining client's needs and barriers.
- Ability to establish and maintain cooperative/effective work relationships with participants, participants, partners, professionals and the public (especially with American Indian Natives).
- Ability to plan, organize, and express ideas clearly and effectively, both verbally and in writing.
- Ability to maintain effective working relationships with patients, medical staff and other personnel.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain a high degree of confidentiality.
- Ability to handle multiple tasks and meet deadlines.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.