Knik Tribe
JOB DESCRIPTION

Job Title: Case Support
Department: Education & Social Services Department
Reports to: Education and Social Services Director
Supervises: N/A
FSLA Status: Non-Exempt, Full-time Regular
Wage: TBD
Effective Date of Hire: 8-12-19 End Date:

Knik Tribe is looking for a motivated team member who has a passion for creating opportunities for our Tribal Members and eligible participants who reside in our service area. This position will require knowledge of teen parenting, case management, domestic violence. Case Support will be required to understand and administer Employment & Training funds as well as related prevention programs. This position will provide referral services, career exploration, outreach, advocacy, workshop facilitation and provide transportation for youth in the greater

Creating earned opportunities is going to be intrinsic to this program, we will help those who help themselves by observing our traditional values to create opportunities to improve their lives.

The Case Manager will assist KT’s eligible participants with Housing, Transportation, Daycare Assistance, Training and Employment through Case Support, Job Development, Assessments, Referrals for Services and Professional Development. Our goal is to create a strong system of support so our participants can take full advantage of our Employment and Training Services.

Duties and Responsibilities, including but not limited to:

• Provide one-on-one coaching and life skills to youth
• Assist in the facilitation of group activities or workshops.
• Work as part of a team: the team includes co-workers, partner agencies and the participant.
• Works with various employment entities to develop suitable worksites for youth participants.
• Provides administrative/clerical support, filing, data entry and word processing.
• Manage an active participant caseload.
• Establish goals with youth by administering appropriate assessment tools, interpreting results and developing plans to identify education and career pathways, and/or employment placements.
• Obtain education assistance to youth by arranging for services as needed: such as: tutoring, counseling, GED preparation, post-secondary opportunities, or other educational needs
• Maintain regular contact with tribal partners
• Attend Annual conference
• Collect and manage required data for quarterly and annual reports.
• Provide follow-up contact with program participants in accordance with our federal requirements.
• Notifies job seekers of employment opportunities. Describes job duties and responsibilities, safety and work habits, pay scale, and other pertinent information.
• Provides assistance to job seekers on how to conduct an independent job search, write a resume, interview successfully for a job and to counsel on responsibilities required to develop a self-reliant prospective work force.
• Conducts outreach activities to recruit participation in KT programs/services. This includes attending meetings/coalitions and community outreach events.
• Completes necessary reports on a monthly and/or weekly basis.
• Attends related training opportunities to maintain efficiency and promote upward mobility.
• Will adhere to strict standards of participation to create a high level of expectations of our program participants.
• Assist in grant writing projects
• Job duties as assigned

**Job Specifications:**

* Excellent verbal and written communication skills.
* Excellent time management and task prioritizing skills.
* Demonstrate ability to coordinate multiple activities.
* Strong organizational skills.
* Demonstrated ability to handle crisis situations.
* Strong communication skills, both oral and written with a particular ability to get along well with people.
* Demonstrated ability to facilitate meetings for small groups or do presentation to large groups.
* Demonstrated ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
* Demonstrated ability to calculate figures and amounts such as commissions and percentages.
* Demonstrated ability to define problems, collects data, establish facts and draw valid conclusions.

**Qualifications:**

* Two years of college education and a minimum of three years related work experience; or any combination of training and experience that provides the necessary skills, knowledge and abilities.
* Must be well organized and a self starter, requiring minimum supervision.
* Must have excellent computer skills with IBM compatible computer systems and a variety of programs, i.e. Microsoft Word, Excel, Access, and Powerpoint.
* Knowledge of Alaska Native and American Indian cultures and local community resources.
Continued employment is contingent upon satisfactory completion of state and federal background check.

**Hiring Preference:**
Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

_____________________________________  _________________  
Employee Signature      Date

_____________________________________  _________________  
Supervisor Signature      Date