

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-149 **Issue Date:** 06-11-19 **Closing Date:** 07-01-19

Lead Case Manager
Area Agency on Aging (AAoA)
Department of Human Services

Hourly Wage: \$23.71/Regular/Full-Time/Supervisory

Provides supervision and oversight of the Case Management and Family Caregiver Support Program using a team oriented approach. Directly supervises staff, including conducting regular meetings, performing staff evaluations, approving time sheets, authorizing leave, coordinate program coverage and provide direct service to clients. Provide technical assistance to staff and/or follow-up to the state funding agency on program policy or payment discrepancy issues. Monitor appropriate program and budget reports. Compile reports as required. Collaborates with Contract Manager to conduct annual home care agency monitoring. Provide monthly training on Long Term Care Manual Chapters per Chapter 23A.

Knowledge, Skills and Abilities:

- Knowledge of resources of federal, state and local agencies responsible for administering services for older adults and persons with disabilities.
- Knowledge of the principles and practice of social work.
- Knowledge of Washington State Aging Network service delivery system and other service delivery systems.
- Skills in training designed to upgrade and expand fields of expertise. Complete Comprehensive Assessment Reporting Evaluation (CARE) training.
- Skills in Microsoft Word, Excel and ACCESS.
- Ability to supervise, direct, motivate and train others.
- Ability to work as a team and provide leadership and structure as appropriate.
- Ability to develop procedures for new and ongoing program functions.
- Ability to plan, organize, prioritize, and coordinate work assignments and/or projects.
- Ability to work with efficiency under frequent pressure of deadlines while maintaining a professional manner.
- Ability to communicate solutions to problems in a timely manner.
- Ability to adhere to confidentiality requirements of client records. Includes federal, state and Tribal confidentiality policies.
- Ability to use multiple computer applications simultaneously.
- Ability to communicate effectively both orally and in writing with client and professionals in the field of aging and long term care.
- Ability to build effective working relationships with co-workers, partner agencies, contract providers and the public.
- Ability to utilize personal and laptop computers, telephone, copy and fax machines, typewriter and 10-key.
- Ability to defuse a hostile situation.
- Ability to multitask in an environment of change.
- Ability to use crisis, stress and time management strategies for self and clients.
- Ability to establish and maintain effective working relations with peer groups, public and tribal officials.
- Complete ADSA New Employee training.
- Complete DSHS HIPAA Privacy Training online annually.
- Complete DSHS IT Security Training for Contracted Staff online annually.
- Complete ADSA Voter Assistance Training online annually.
- Complete online Criminal Justice Information System (JIS) Security Awareness Training within six months of hire and every two years afterwards.

Minimum Requirements:

- Master's Degree in Social Work or related field.
- Two years supervisor experience in an administrative capacity, including supervision of programs and personnel, preferably in a home-visit environment, and overall office management.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Applicant must complete and sign a DSHS 09-653 Background Authorization form.
- Appointment to position is subject to the results of the background inquiry.