



JOB DESCRIPTION

Job Title: Adult Human Service Worker I
Men's Services
Reports to: Social Service Director
Salary: \$24.50+ per hour

Department: Social Services
Employment Status: Non-Exempt/Sensitive
Driving Classification: Moderate

Summary: The Adult Human Service Worker 1 – Men's Services provides trauma-informed support and case management services to adult males experiencing mental health challenges stemming from chronic life stressors such as trauma, substance abuse, unemployment, justice system involvement, or family disconnection. This role focuses on helping clients stabilize their lives, manage mental illness symptoms, and connect to long-term resources to improve independence and quality of life.

Essential Functions:

- Conduct intake assessments, including mental health screenings and providing needs identification.
- Develops and coordinates individualized service/care plans focusing on housing stability, mental health treatment, and vocational goals.
- Provides progress reports and social summaries as requested for case file and Fort Mojave Tribal Court
- Provides proper referrals for counseling services
- Placement of adult males in need of institutional interventions as based on professional recommended developed plan
- Must have knowledge of forensic interviewing practice and procedures
- Provides evaluation of placement program and audits progress semiannually
- Be a liaison with male adults in Fort Mojave Indian Tribe and State Jurisdictions and placement institutions
- Responsible for maintaining high quality services for male adult clients with courtesy and respect to all individuals involved & establishing good working relationships with agency and other community sources
- Provide timely submission of reports; preserving confidentiality of sensitive information
- Demonstrate accuracy and precision in maintaining case records, statistics and supporting documentation, such as court reports
- Demonstrate non-judgmental and impartial assessment skills and reports
- Perform announced and unannounced monthly/quarterly on-site visits to the placement institutions, facilities
- Must be flexible in arrangement of work schedule
- Will participate in staffing conducted at the placement institution, if required
- Must monitor male client's compliance and conditions of Fort Mojave and or state Probation stipulations, in coordination with Prosecutor, Fort Mojave Tribal Court, and Fort Mojave Behavioral Health

- Must be able to work out of the office, including client transportation and in conducting home visits; may be required to work nights, weekends and/or holidays in case of home visits and adult care training
- Must have experience in male adult de-escalation the strategic use of communication, techniques, and behaviors to reduce the intensity, volume, or severity of a conflict, crisis, or potentially violent situation. It aims to calm individuals, foster safety, and prevent physical confrontation through approaches like active listening and emotional regulation.
- Performs other related duties as assigned by the Social Services Director

Education:

Required – High School Diploma or GED

Required - Some college in social work or related field.

Preferred- associate degree in social work or related field.

Experience:

Required - minimum of five (5) full years of professional case management in the Social Work field and/or fieldwork related to the profession is desirable.

An equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be substituted for years of experience.

Note: applicants for this position must meet the following criteria.

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| <ul style="list-style-type: none">• Must not have any prior inquiries, charges, or convictions involving a person within your care including adult and child• Must not have any prior inquiries, charges, or convictions involving a crime against a person including adult and child |
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Certificates and Licenses:

Must have a valid driver's license and be insurable under the Fort Mojave Indian Tribe Insurance Plan.
Must provide a DMV Report with application.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally be required to lift and/or move up to 25 lbs. Specific vision abilities required which include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee will frequently be required to talk and hear, use hands and fingers to handle, reach or feel and manipulate objects or controls, sit or stand for long periods and walk distances, as well as stoop, bend, kneel and crouch.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.

Employee

Date