

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## RE-ADVERTISEMENT

**Applicants who previously applied need not reapply unless they wish to update their applications.**

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-190	October 9, 2023	November 6, 2023
POSITION TITLE AND DEPARTMENT		SALARY
Life Is Precious Case Manager Wellness Center		DOE

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 be a minimum of twenty-one (21) years of age.
- Applicant must have a valid driver's license. Applicant must have a safe driving record. Safe driving record is defined as no more than three (3) serious moving violations and no convictions for DUI within the past five (5) years. Applicant will be subject to a five (5) year motor vehicle records check. **Failure to reveal driving records may be grounds for not hiring or termination after hire.**
- Applicant must be able to obtain a First Aid/CPR certificate within ninety (90) days of employment.
- Applicant must have a Behavioral Health Technician certification or must be able to obtain certification within ninety (90) days of employment.
- Work schedule: Applicant shall be required to work on various shifts according to program needs and may be required to work on weekends, overnight and some holidays as needed.
- Applicant must not have been convicted of any alcohol or drug abuse in the past two (2) years. Applicant must have never been convicted of a felony and no conviction of a misdemeanor one year prior to hire.
- 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 Life is Precious Case Manager, under the direct supervision of a licensed provider and the general oversight of the Clinical Supervisor or designee, the Life is Precious Case Manager will respond immediately to, document, track and follow-up with crisis calls from multiple referrals sources which may include Adult/Juvenile Rehabilitation and Detention Center, Tribal Police Department, and the San Carlos Health Care Clinic. Will be required to do field visits as needed. Documentation of each client encounter will be made in the electronic behavioral health record within 24 hours of contact. The Case Manager shall utilize appropriate tools, risk assessments, and safety planning as defined in standard operating procedures; shall hold/participate in daily huddle and follow up on referrals. Shall assist with community trainings and presentations to educate groups and individuals about suicide prevention, complete intakes and system tracking forms in a timely and accurate manner, and enter and validate reports in our Life Surveillance System computer database. Make referrals to other community resources and services as needed and complete out-of-clinic safety assessments. The Life is Precious Case Manager shall attend and participate in the Suicide Prevention Task Force, make reports both in written and oral formats, and make suggestions to facilitate efficacy of services in the reduction and prevention of suicide on the San Carlos Apache reservation. Shall deliver or pick up necessary documents to/from other offices, as necessary utilizing department vehicle. May transport staff and/or clients as needed. Maintain working relationships with other agencies and act as liaison/advocate for the client with other programs/providers to develop specialized services across agencies as appropriate. Participate in interdisciplinary team meetings and document all client contacts/progress in clients' file. Protect and maintain client confidentiality. Attend staff meetings and clinical trainings. Perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Social Work, Human Services or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in behavioral health (physical and mental health) programs in a clinical setting OR; a combination of education and experience in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**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 local resources and ability to refer to other services as appropriate.
2. Knowledge of general computer programs such as Microsoft Word, Excel and Power Point.
3. Knowledge of development disabilities and mental illness.
4. Knowledge of Microsoft Office, Moonwalk, BH, GUI, and other programs used within the Wellness Center.
5. Ability to maintain professionalism (particularly in times of crisis) and a strict standard of confidentiality.
6. Ability to exhibit sound and accurate judgment and include appropriate people in decision making process especially in crisis situations.
7. Ability to complete documentation and projects in a timely and accurate manner.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to manage competing demands, frequent changes, delays or unexpected work.
10. Ability to speak and understand Apache as well as knowledge of Apache culture.
11. Ability to be organized, have good social skills, and keep accurate records giving attention to detail.

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## 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 the 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.

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HUMAN RESOURCES OFFICE CLEARANCE:

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*/s/Timecah Cosen*  
Human Resources Assistant

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*October 9, 2023*  
Date