TUTČINT CASE MANAGER I
JOB DESCRIPTION

Job Title: Tutčint Case Manager I
Reports to: Tutčint Program Coordinator
Salary: $30,000 to $37,000
Job Type: Full-Time with medical and dental benefits
Paid Leave: Up to 9 days
Vacation: Accrued
Paid Holidays: 13 days
Retirement: 401 (k)

Mission Statements:

Pukúu Cultural Community Services (Pukúu) is an American Indian nonprofit founded in 1971 with the goal of investing in sustainable programs that bridge and improve opportunities for American Indians with culturally-based community services now and for future generations. Pukuu's values are Service, Culture, Community, and Empowerment.

Teamed with The Fernandeño Tataviam Band of Mission Indians’ (FTMBI) Education & Cultural Learning Department’s (ECLD) mission, is to develop sustained, lifelong passion and perseverance for knowledge that promotes and enhances communal wisdom, the Takic-Serran language of the Fernandeño Tataviam, and climate justice. In addition, ECLD promotes critical thinking, Indigenous leadership and visibility, and healing historical trauma through culturally relevant curricula and activities.

“TUTČINT: Tarahat Uplifting Trauma-Informed Community-led Interventions for Native Teens,” is a child development program offering an alternative to arrest or incarceration for San Fernando and nearby youth between the ages of 13-17 who are suspected of committing low-level offenses. Tutčint case management and programming has three goals: 1) increase cultural competency, 2) reduce incarceration and recidivism, and 3) improve academic success. Tutčint provides a continuum of direct and indirect services to each individual child, family, and community. These services include: academic education, mental health, behavioral health, and mentoring. Tutčint will recruit through school, city, and county referrals.

Position Summary:
Under the direction of the Program Coordinator (PC), the Case Manager I (CM-I) is responsible for providing individual case management to at risk youth, youth of color,
youth that were formerly in the juvenile justice system, and Tribal youth utilizing a variety of different models, such as incorporating Motivation Interviewing (MI), Critical Time Intervention (CTI) and Stages of Change (SoC). The CM-I will perform specialized tasks including comprehensive case management services such as intake, assessment, goal setting, monitoring and reassessment, life skills, counseling, referrals and linkages to all youth, as well as track youth involvement & progress in the program. The CM-I will document all youth interactions and input that data into a database. The CM-I will provide regular transportation for youth from nearby LAUSD schools to Tutčint office and program locations.

Responsibilities and Duties:
- Conducts timely and thorough intake and follow-up meetings with community, such as foster youth, children from families with low-income, and families whose language may act as a barrier to accessing community resources and services
- Reviews, processes, maintains, and secures on-site case management data such as intake forms, case files, and current case notes in digital database
- Creates and submits client case reviews, timeline-driven objective reports, and Tutčint bi-weekly operation status to PC
- Engages youth and community with trauma-informed, culturally-relevant, and data-driven workshops and activities
- Requires community and site visits including LAUSD, SFPD, LAPD, juvenile and adult courts, county mental health, child residence, and foster homes
- Works alongside community partners with services detailed by MOUs
- Represents Tutčint, Pukúu, and ECLD at programs and functions to coordinate and network activities with other Tribal, non-profit, and government agencies
- Engages youth and community with trauma-informed, culturally-relevant, and data-driven workshops and activities
- Provide coverage for programs which are conducted during evening and weekend hours
- Responsible for reporting abuse, as a mandated reporter which includes immediately reporting any concerns with respect to violation of a person’s rights, actual and/or suspected abuse
- Other duties as assigned

Qualifications:
- Strong commitment to Tutčint, Pukúu, and ECLD principles and objectives
- Ability to multi-task and have excellent management, planning, and organizational skills
- Outstanding analytical, oral, writing, public speaking, and facilitation skills
- Proficient articulation of current Tribal and state laws and regulations
- Must have a valid California Driver’s License, personal transportation, and be insurable to drive company vehicles
- Must have intermediate or higher MS Office software skills
Required Education:
- Bachelor's Degree in social work, psychology, public health, special education, American Indian Studies, or related field or equivalent education and experience

Required Experience:
- One year of experience working with children ages 10-17 from the American Indian and Indigenous/Latinx community
- Outstanding organizational skills

Desired Qualifications:
- Cultural Competency of American Indian cultures and perspectives
- Community understanding and experience working with the American Indian community, specifically in Los Angeles County

Confidentiality: This position develops, maintains, and is responsible for safeguarding electronic and hardcopy files containing sensitive and proprietary information about Tutčint clients that may identify individuals by name (either directly or by reference), as set forth by Pukūu. Any violation in this matter may result in immediate termination of employment.

Drug Testing Policy: The successful applicant for employment must submit to and pass a drug test for illegal substances prior to employment being confirmed.

Working Conditions and Physical Requirements: This position is classified as a sedentary environment. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Pukūu Cultural Community Services is an equal employment and affirmative action employer.

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.