



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT
P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (928) 977-2727
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Direct Assistance-Eligibility Caseworker
Quechan Social Services

Salary: \$18.00 to \$24.18 Hourly

Opening: Wednesday, September 16, 2026

Closing: Friday, September 29, 2026

BASIC FUNCTION:

Under the supervision of the Social Services Director, this position manages and coordinates the Direct Assistance Program by interviewing applicants and recipients, conducting eligibility determinations, developing Individual Service Plans (ISPs), providing case management, maintaining compliance with applicable Bureau of Indian Affairs (BIA) General Assistance Regulations (25 CFR Part 20), and assisting eligible Tribal Members in obtaining employment, education, training, services, and resources that promote self-sufficiency and financial stability. The incumbent is responsible for timely documentation, eligibility determinations, case file management, referrals, program compliance, and required program reporting.

The incumbent shall also work collaboratively with the Social Services Administrative Assistant and provide timely information, documentation, reports, scheduling updates, records, and other administrative support as requested by the Social Services Director to ensure the efficient operation of the Social Services Department.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES AND RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members and all levels of staff and management.
- Interprets and explains Bureau of Indian Affairs (BIA) General Assistance rules and regulations governing eligibility and assistance, methods of payment, participant rights and responsibilities, Individual Service Plans (ISPs), and program expectations to applicants or recipients and ensures that all required applications, releases, and certifications are properly completed and signed.
- Develops and maintains Individual Service Plans (ISPs) by identifying employment, education, training, and community resource goals; documenting participant

responsibilities; monitoring progress; and updating plans throughout the life of the case to promote self-sufficiency and continued program eligibility.

- Documents, records, and evaluates personal and financial data obtained from the applicant or recipient to determine initial or continuing eligibility, according to applicable Bureau of Indian Affairs General Assistance Regulations (25 CFR Part 20); obtains necessary signed releases and supporting documentation to verify eligibility.
- Initiates procedures to approve, modify, suspend, deny, or terminate eligibility for Direct Assistance.
- Notifies the applicant or recipient of eligibility determination results with written notice and copy of the application with signed certification or approval or disapproval.
- Authorizes the amount of payments based on the determination of eligibility for cash payments or vouchers in lieu of cash payments, according to applicable Bureau of Indian Affairs regulations and prevailing State standards. Prepares payment requests, vouchers, purchase requests, and supporting documentation necessary for approved Direct Assistance benefits.
- Identifies participant needs for other services and/or resources and prepares referrals to Tribal departments, employment services, educational programs, behavioral health providers, housing resources, workforce development programs, and other appropriate community resources; coordinates and provides client transportation when necessary and in accordance with departmental policies and procedures.
- Conducts home visits, field visits, and collateral contacts as needed to verify residence, household composition, program compliance, or other eligibility requirements consistent with Bureau of Indian Affairs regulations and departmental policies.
- Collaborates with the Social Services Administrative Assistant by providing timely documentation, reports, scheduling information, records, case coordination, and other administrative support requested by the Social Services Director or through the Social Services Administrative Assistant acting on the Director's behalf to ensure efficient departmental operations.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED required with three years of equivalent work experience in a related field. OR;
- Associate Degree from an accredited institution in Criminal Justice, Social Work, Psychology, Sociology, Human Services, Business Administration, Public Administration, or a closely related field preferred.
- Must have a valid driver's license and be insured by the Tribe.
- Knowledge of Native American families residing on reservations, kinship structure and social problems of reservation life.
- Must have training and experience with Bureau of Indian Affairs (BIA) General Assistance Regulations (25 CFR Part 20).
- Must obtain (CPR/AED and First Aid training) within 90 days of hire.
- Must complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must have and maintain a Level 1 Fingerprint Clearance Card. Employees in this position

are required to obtain and maintain a valid Level 1 Fingerprint Clearance Card pursuant to Arizona Revised Statutes (A.R.S.). Continued employment is contingent upon the successful completion and maintenance of this clearance. Any change in card status (suspension, revocation, or cancellation) must be reported immediately and may result in separation of employment.

- Must have experience in crisis resolution and knowledge of local agencies and resources for referral for services as needed.
- Ability to interview individuals and complete forms, obtain supportive documentation and verify same where necessary to establish program eligibility.
- Ability to perform basic math to compute payments according to State standards of residence, pro-rate payments as necessary and maintain accurate records of payments authorized.
- Maintain case files according to program-required format.
- Ability to draft necessary form letters and other correspondence in plain language.
- Ability to collaborate with other programs as necessary, attend routine meetings relevant to caseload, and travel to obtain required training and attend workshops.
- Knowledge and ability to effectively operate computers, computer software, and standard office equipment.
- Knowledge and experience using Microsoft Word, Excel, PowerPoint, Outlook, Email, Quicken bookkeeping software, and other software applications necessary to perform assigned duties.
- Must possess a demonstrated ability to maintain confidentiality of clients and client records.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Rd.

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.