



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
 P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

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Tribal Fire Case Manager Position Summary

Job Title:	Tribal Fire Case Manager	Position Type:	Temporary, up to 40 hrs per week
Location:	Miwumati Healing Center	Wage:	\$24.00 per hour
Supervisor:	Clay River, Managing Director		

<p>Application Accepted By:</p> <p align="center">Email Resume and Cover Letter to: claymiwumati@gmail.com Subject Line: Tribal Fire Case Manager</p> <p align="center">*OR*</p> <p align="center">Drop off Resume and Cover Letter in person at: Miwumati Healing Center 4629 Hwy 49S, Mariposa, CA 95338 Mon-Thurs 8am-4pm</p>
<p>Job Description</p> <p align="center"><u>Roles and Responsibilities</u></p> <p>This position is for an individual committed to the recovery efforts from the Oak Fire in Mariposa County. Fire Case Managers will be assigned a case load of individuals impacted by the Oak Fire and work diligently to ensure they access as many resources as they qualify for. Basic crisis support skills and case management skills are required. Much of the work will be in person, working with individuals affected.</p>

Direct Services

- Work with supervisor to establish a case load of individuals impacted by the Oak Fire. Priority focus will be given to the native families impacted by the fire.
- Connect in person with case load whenever possible.
- Check in with individuals no less than on a weekly basis.
- Gain a full understanding of resources available and connect fire survivors to these local, state and federal resources.
- Support survivors in applications for different areas of support needed.
- Protect the confidentiality of individuals impacted by the Oak Fire by keeping all survivor information locked up when not in use. Some information may be shared with partners in the Unmet Needs Committee, but use of an identifying number is preferred when sharing information.

Administrative Duties

- Maintain case notes for each survivor including documenting each conversation, requests made, and actions taken. These reports will be remitted to the supervisor each month.
- Maintain a timecard to track hours worked.
- Attend Fire Case Manager Meetings

External Relationships/Community Collaborations:

- Responsible for building and maintaining strong collaborative community relationships throughout Mariposa County in relationship to human services and other fire partners.
- Build and maintain strong community relations with the private sector
- Provides advocacy with external partners as needed

Qualifications and Education Requirements

Knowledge of:

- Crisis interventions and trauma-informed care
- Local community resources
- Determine appropriate action in stressful situations
- Native American history, an understanding of the diversity of the local indigenous community
- Tribal related issues for rural community

Ability to:

- Organize data
- Plan, organize and conduct case management services
- Maintain the confidentiality of client information
- Communicate effectively and Work effectively in an interdisciplinary team setting
- Develop information and prepare clear, concise, comprehensive records and reports
- Develop and implement assessment and plans alone or in a collaborative fashion
- Develop and maintain community resources and network and close working relationships with County and community agencies, schools and other organizations.
- Respect and honor cultural and human diversity

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Additional Requirements:

- Must have reliable transportation and a valid driver's license
- Must be willing to travel to meet clients and attend meetings, as needed
- Must have extensive experience with Native American communities, preferably Southern Sierra Miwuk or other California rural tribes

About AICMC

The American Indian Council of Mariposa County is a 501(c)3 non-profit agency which is operated by and to the benefit of the Southern Sierra Miwuk Nation. The objectives and purpose of AICMC is:

- (1) To maintain and provide education to its members and the public concerning the historical, social, and cultural traditions of the Indians of Mariposa County and Yosemite.
- (2) To take any action necessary for the protection and preservation of Indian cemeteries, burial and archeological sites, and artifacts.
- (3) To provide educational, social, housing, economic development, and health services for its members.
- (4) To encourage and promote by all practical means a proper system of education for members of all ages in such subjects as home economics, hygiene, childcare and development, etc. cooperating with state and federal departments and agencies which seek to promote such work.
- (5) To administer scholarship programs if and when funding is available for such programs.