



PYRAMID LAKE PAIUTE TRIBE
PO BOX 256
NIXON, NEVADA 89424
JOB ANNOUNCEMENT

HUMAN SERVICES CASE WORKER

Pyramid Lake Social Service Program: Nixon, Nevada
\$42,744.00 - \$47,132.80, Full Time, Exempt
Class Code: 408, Grade: 15, Steps 1-3; DOE

Date Posted: 07/21/2025.
OPEN UNTIL FILLED

DEFINITION: Provides case management services to enrolled members of federally recognized tribes on or near the Pyramid Lake Paiute reservation. These services include provisions of assistive services, referrals, case planning, and family meetings. Additionally, it may be called upon to refer individuals and families with tribal affiliations who are not tribally enrolled to appropriate agencies.

DUTIES AND RESPONSIBILITIES:

- Protect and work on behalf of vulnerable populations including elderly, children, and people with disabilities.
- Investigate client abuse and neglect reports. Report abuse/neglect to the appropriate agencies in accordance with mandated time frames.
- Assess client needs and develop service plans. Create client-driven case plans with client involvement. Monitor service planning progress and evaluate reports from multiple service providers and keep supervisor notified of progress or lack of progress.
- Work in conjunction with Tribal Courts, Tribal Law Enforcement, Bureau of Indian Affairs Law Enforcement, Bureau of Indian Affairs Social Services, and other county social services. Attend Child Protection Team (CPT) meetings and other meetings directly related to clients in case management workload.
- Petition the court and submit other relevant court documents, including status reports.
- Provide screening, placement, and monitoring of Adult Custodial Care clients as small part of caseload. Ensure the placement is the least restrictive possible and assist the client in becoming as self-sufficient as possible.
- Provide screening, placement, and monitoring of Minor in Need of Care (MINOC) clients as majority of caseload. Ensure that the placement is the least restrictive possible and that the child has an opportunity to thrive. Supervise visitation for clients where necessary.
- Attending regional meetings including quarterly BIA meetings. Prepare comprehensive and accurate information for reports within given time frames.
- Adhere to tribal law, department policy and procedure, and confidentiality requirements.
- Recruit, license, and monitor foster and adoptive parents and homes. Coordinate with other agencies in out-of-home placements.
- Conduct home visits and safety checks. Travel out of the local area for home visits and training as required.
- Available to respond to calls for service on an on-call basis during nights and weekends, as part of a routine office rotation.
- Administer necessary phases of social services in the absence of the Social Services Director.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

- Knowledge of the Native American community and available community resources; principles and practices of human service programs; interviewing methods and techniques; office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct English usage, including spelling, grammar and punctuation; modern casework principles, objectives and practices; socio-economic conditions, trends and factors, which promote stable family life; crisis intervention strategies; rights to privacy and confidentiality of information; operation of computers including data entry and retrieval; administrative and judicial hearing processes.
- Ability to: apply rules, regulations, and standards as necessary in the provision of services or adherence to law and departmental policy; cultivate productive working relationships with other agencies, departments, and colleagues; always be a positive representative of the Tribe; organize and maintain accurate files/records; satisfactorily prepare and submit relevant reports to outside agencies, including the Bureau of Indian Affairs; perform at a high level of autonomy or with minimal supervision; observe and report accurately on the functioning of individuals and families; set appropriate limits and boundaries with clients; work flexible hours as required; act decisively when necessary to protect client; work effectively under the pressure of conflicting demands and emergencies; communicate effectively both verbally and in writing; establish priorities and organize work; maintain professionalism while dealing with difficult situations and/or clients; prepare clear, concise and accurate records and reports.
- Must favorably pass a thorough background investigation.
- Must possess reliable transportation, automobile insurance, a valid driver's license, and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EXPERIENCE AND TRAINING:

- Bachelor's degree in social work, Sociology, or Psychology. Preference given to a licensed social worker or individual able to obtain licensure soon.
- Two years of professional social service experience or relevant combination of experience and training in social services, child welfare, case management, counseling, or advocacy which would indicate possession of the required knowledge, abilities, and skills. Experience working with diverse populations or rural communities preferred.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.