



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-053
JEMEZ HEALTH & HUMAN SERVICES
SOCIAL SERVICES
ADULT CASEWORKER

Position Title:	Adult Caseworker	Pay Level:	\$29.03-\$43.54
Position Open Date:	7/2/2026-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Social Services
Supervisor:	Supervisory Case Manager		

POSITION SUMMARY:

Responsible for managing elder, and vulnerable adult abuse and neglect cases; and ensures that affected elder or vulnerable adult is in a safe environment. Responsible for managing General Assistance cases adults in need.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's degree in community health, social work, or a related field; AND two (2) years of experience in providing client services in a social services setting.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Must have an active New Mexico Social Work License or be willing to obtain one within one (1) year of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provides protective services to elders and families to improve and strengthen family functioning.
- Provides case management and referral services for client caseload as assigned by the Program Manager.
- Responsible for creating and maintaining case files with appropriate supporting documentation; composes narratives as required for each file.
- Conducts home visits to clients to ensure that they are in a safe environment and conducts follow-up and updates.
- Prepares investigative reports, social summaries and court documents as needed for any court proceedings.
- Attends treatment team meetings and other meetings as assigned.
- Prepares and develops individual and family case plans for individuals and families.
- Provides crisis intervention services to clients.
- Submits appropriate referrals to other local/State agencies and assist in obtaining resources for clients/
- Ensures provision of a safe shelter for an abused elder, such as a caretaker for an elder.
- Coordinates a follow-up program to insure continued support for caregivers.
- Develops professional relationships with local, state, federal, and tribal programs to increase services and provide strength-based approaches.
- Submits monthly reports to the Program Manager.
- Responds to Community Intervention Response Team (CIRT) calls from Jemez Tribal Officials and Jemez Law Enforcement.
- Maintain positive relationships with community members, organizations and agencies by educating and providing information related to elder abuse and neglect.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Applicable laws, codes and regulations.
- Domestic violence, child/elder abuse and neglect.
- Community resources for social services and youth and family support.
- Record keeping and report writing principles and practices.
- Basic theories and principles of community social services and activities.
- Indicators of physical and emotional risk and intervention techniques and resources.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Complying with applicable laws, codes and regulations.
- Preparing and maintaining accurate case records and preparing accurate and timely reports.
- Making appropriate referrals and performing case and investigative work.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024