

Tribe – Job Description			
Title	Case Manager	FLSA	Non-Exempt
Position Code(s)		Employer	
Department	Health & Social Services	Company-Div-Dept	
Reports to	Behavioral Health Manager	Reports to Position Code	
Salary Grade		Revision Date	
Position Summary			
Serves as Case Manager for the behavioral health program. Provides client case management and referrals; manages behavioral health chart review and compliance; coordinates Child Protection Team; serves as advocate for children and families, responsible for coordinating activities involving Indian Child Welfare Act (ICWA); and administering Tribal Social Services.			
Supervision Exercised			
Reports to the Behavioral Health Manager.			
Major Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Facilitates collaboration with tribal programs and federal and state agencies that provide services to children, adolescents and families to increase services and provide strength- based approaches. 2. Provides training and in-services around capacity building, service provision, cultural competence and compliance with ICWA and other child and family issues. 3. Compiles data, reports, and statistics regarding child abuse and neglect. 4. Develops program reports for Indian Child Welfare 638 contract; and monitors compliance with contract. 5. Supervises ICWA Outreach worker and conducts annual performance evaluation. 6. Coordinates Child Protection Team and provides case management to child abuse/neglect cases referred to Child Protection Team. 7. Coordinates Annual Child Abuse Prevention Fair and provides guidance and technical assistance to the fair’s organizing committee. 8. Provides child and family group activities that address prevention of child abuse and neglect. 9. Documents didactic child and family services with the required behavioral health reporting systems. 10. Provides case management and referral services for client caseload as assigned by the Behavioral Health Manager. 11. Identifies and provides emergency crisis services as necessary; makes immediate clinical assessments and responds according to accepted crisis prevention methods and techniques; coordinates other services as appropriate. 12. Performs miscellaneous job-related duties as assigned. 			
Secondary Duties and Responsibilities			
Knowledge, Skills and Abilities			
<ol style="list-style-type: none"> 1. Ability to accurately maintain patient records per department policy and procedures. 2. Ability to maintain strict confidentiality of all records in accordance with HIPAA requirements, department policy and procedures. 3. Ability to gather sensitive data and safeguard data for reporting purposes. 			

4. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
5. Ability to communicate medical information to health care professionals and the public over the telephone under crisis circumstances.
6. Ability to plan, implements, and evaluate individual patient care programs.
7. Ability to gather data, compile information and prepare statistical and narrative reports.
8. Knowledge of substance abuse, depression, suicide and grief loss; childhood adolescent development; divorce, step parenting and blended family issues; and family dynamics in chemically impacted families

Minimum Qualifications, Education and Experience

1. Bachelor's degree in Social Work or related field
2. At least 3 years of experience that is directly related to the duties and responsibilities specified.
3. Must have a valid, unrestricted Driver's License and provide transportation as needed.
4. Must not have been convicted of a DUI in the past three years from the date of hire.

Licensing Status

Must be able to successfully pass a Background and Character Investigation in compliance with PL 101.630. Must seek to obtain necessary licenses as needed.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Flexible schedule to allow for at least one evening per week to see clients and occasional weekend commitments.
3. No or very limited physical effort required.
4. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Position Notes

03/07/2012 – Revisions to Position Summary, Minimum Qualifications and Licensing Status per Tribal Council Resolution.

01/22/10 – Updated licensing requirements to reflect new 101.630 requirements.

08/14/2009- Revisions to Major Duties & Responsibilities.

11/07/2007 – Tribal Council approved a Salary Grade increase from 10 to 11.

New Position Approved by Tribal Council during the 2006 Budget Hearings.