

**NORTHERN CHEYENNE TRIBE
RECOVERY CENTER
JOB ADVERTISEMENT
2008**

POSITION: Case Manager

DEPARTMENT: Tribal Health NCRC

ACCOUNTABLE TO: Clinical Supervisor – Recovery Center

OPENING DATE: May 9, 2008

CLOSING DATE: May 20, 2008

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

How To Apply: Submit an application, resume', three current letters of reference and copies of all credential (High School Diploma or GED, MT Drivers License) to the NCT Human Resource Office, P.O. Box 128, Lame Deer, MT. 59043

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SUMMARY OF WORK: Case Management establishes a framework for action to achieve specified goals. It involves collaboration with the client, family and significant other, coordination of treatment and other services, liaison activities with community resources and managed care systems and client needs.

JOB CHARACTERISTICS:

Nature of Work: Responsible for identifying candidates through managed care system. Monitor compliance with treatment and probation requirements. Complete pre-sentence investigations update and maintain all records and reports. Assist defendant in addressing all aspects of individualized plans. Administer mandatory and random alcohol/drug tests.

Personal Contacts: Contacts with family, judges, prosecutor, law enforcement, treatment centers, case-management teams, drug testing, juvenile, probation department, public defenders, schools, alternative centers and detention facilities.

Essential Functions: Monitor clients, maintain reports, records and files, complete compliance checks and communicate effectively with all team members.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Document all sessions with each client and complete follow-ups.

Write clear and concise reports.

Keep all files updated and organized.

Review all client forms including signatures and dates.

Follow-Up assuring that the individual obtains an evaluation and file it.
Schedule and attend appropriate meetings with participants.
Provide in-court testimony.
Provide a calendar of alcohol/drug testing results.
Coordinate any community service performed by the client.
Serve as an interagency correspondence.
Complete a compliance plan for each client.
Set up transportation to and from PRT, Detox, etc.
Appropriate releases/for communication.
Provide a list of people with Sweat Lodges.
Conduct random drug tests
Practice confidentiality: Privacy Act, 42 C.F.R., HIPPA

JOB REQUIREMENTS:

Knowledge: Understand culturally relevant issues of cultural identity, ethnic background, age and gender role or identity in prevention, treatment and recovery.

Skills: Computer skills, written and verbal communication skills. Willing to learn basic interviewing skills.

Abilities: Able to plan and organize and be efficient in assigned tasks.

EDUCATION AND EXPERIENCE:

High School Diploma or G.E.D.
Possess a valid Montana Drivers License.

JOB PERFORMANCE STANDARDS:

Must be able to maintain efficient time management skills and abilities.
Must be able to demonstrate accuracy, attention to detail and effectiveness.
Must perform work with efficiency, consistency and timeliness.
Must be dependable and conscientious in performing job duties and willingness to accept responsibilities.
Must demonstrate the appropriate level of written and verbal communication skills.
Must adhere to the rules and regulations to ensure safety standards.
Must adhere to 42 CFR, HIPPA, Privacy Act.
Must agree to and sign waiver for pre-employment drug testing.
Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.