

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Case Manager

Department: Health

Reports To: Behavioral Health Manager

Status: Non-Exempt

Salary Level: \$15.13 to \$20.47 per hour / (\$31,475 - \$42, 584) Annually

Level: 4

Term: Position is grant funded annually through State of Michigan
Mental Health Block Grant Funds

Opens: May 03, 2019

Closes: Until Filled

SUMMARY:

Responsibilities include assessing client needs before, during and after completion of Behavioral Health treatment, and case coordination of services between Behavioral Health and other departments within the Health Department and outside agencies. Provide resources to ensure a fully integrated service delivery within the Health Department and outside agencies as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop appropriate individual service plans with clients to ensure implementation of appropriate services based upon client biological, psychological and social factors.
- Conduct pre, peri and post-intervention assessments and make recommendations for Behavioral Health and other Health Park Services.
- Maintain ongoing oversight of client needs making appropriate referrals to primary care, traditional healing, Community health or outside agencies when necessary.
- Schedule appointments for primary care, dental, traditional healing and community health services. Review scheduled appointments with patient contact to improve attendance rate. Follow up directly with patient for missed appointments.
- Provide on-going supportive and/or case management functions in accordance with identified health and wellness needs, and the strategies within the service and/or treatment plan in order to assist the clients achieve the stated goals and objectives.
- Participation in regular clinical meetings to identify what is working and what needs to be adjusted to meet the ongoing needs of clients.

- Participates in inter-department planning and service coordination as required to improve and enhance service continuity and effectiveness for clients.
- Participates in weekly department staff meetings, clinical staff meetings and case review.
- Maintain collaborative relationships and communication with Health Department programs and community referring agencies to facilitate ongoing collaborative intervention strategies and advocate for client as needed.
- Understand grant goals, objectives, and strategies thoroughly.
- Develop and implement a work plan for achieving grant success. Provide reports as requested by supervisor.
- Performs other duties as assigned by the supervisor, in compliance with LTBB policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be knowledgeable of Native culture.
- Must possess some working knowledge of mental health and substance use disorders as outlined in the DSM5.
- Possess good organizational and communication skills.
- Must be a self-starter with excellent organizational and time management skills to effectively coordinate multiple projects and duties with absolute attention to detail.
- Understanding of grant funding and programs.
- Knowledge of prevention, early intervention, treatment activities and resources.
- Advanced verbal and written communication skills and the ability to present effectively to various size groups.
- Knowledge of computer software programs, specifically spreadsheets, database, and work processing.
- Must have excellent work history with LTBB, if ever employed by LTBB.
- Hours may vary, must be able to work some weekend and evening hours; travel may be required.

EDUCATION AND EXPERIENCE:

Required Bachelor's degree from an accredited college or university in relevant human service field and at least one year of experience working with clients with behavioral health needs. Prefer experience working in Tribal community.

COMMENTS:

Indian preference will apply. Successful applicant must pass extensive background investigation and fingerprint screening. Must possess valid driver's license, be insurable, and have reliable transportation.