



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Case Manager	
Department:	Four Directions Treatment & Recovery Center	
Employment Status:	Non-Exempt	Grade/Rate of Pay: NE8/DOE
Opening Date:	August 7, 2024	Closing Date: OPEN UNTIL FILLED

Job Summary

Provides case management services involving substance abuse related care as well as medical appointments, referrals, peripheral needs of all clients. Provides inpatient and outpatient client case management. Prepares case records, summaries, special and routine reports, and other records in maintaining a formalized case management system.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities

- Provides case management and referral services for clients.
- Collaborates with community resources, organizations and programs to assist clients in obtaining necessary resources to achieve case management goals.
- Coordinate care with stakeholders and other off campus providers in order to maximize client support and recovery options.
- Develop and conduct client psychoeducation groups weekly.
- Transport clients to and from appointments if needed.
- Partners with resident attendant and administrative staff to meet client needs.
- Coordinates schedules and assists counselors with clients' needs.
- Offer emotional support and provide assistance with therapeutic goals during downtime.
- Familiarize themselves with client treatment plans and goals.
- Attend weekly staff meetings to discuss client status, interventions and needs.
- Maintain case management progress notes on all clients.
- Maintain confidentiality and demonstrate moral character.
- Performs job-related duties as assigned.

Qualifications

- Associate Degree in Sociology, Psychology, Social Work or related social services field, preferred.
- Certified Peer Support Worker (CPSW), preferred.
- Must obtain CPSW within 90 days.
- First aid and CPR certified within six months.
- Must have a valid NM driver's license.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Ability to establish and maintain effective relationships with clients and staff.
- Knowledge of case management and crisis intervention.
- Knowledge of records management procedures.
- Ability to effectively communicate both verbally and in writing.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to utilize computer in an effective manner.
- Ability to work in a team with all staff members including clinical staff.
- Knowledge of specific services and resources needed by clients.
- Skills in maintaining appropriate accountable records and forms.
- Ability to maintain clear and appropriate boundaries with clients.

Physical Demands

The services are provided on the reservation. Driving may be required to and from appointments and outings. The minimum will usually be two days per week. Some night work and nighttime driving may be required to attend meetings related to the responsibilities and it will vary from one to two per year to once a month. The work is sedentary and no heavy lifting is required.

Work Environment

A major portion of the work is performed at Four Directions Treatment & Recovery Center. The worker will carry out the work at their place of employment, in Tribal Offices, along with some work in his/her private office. Evening, weekend, and/or holiday work will be required.