



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title: Case Manager
Department: Four Directions Treatment Center
Employment Status: Exempt
Grade: NE9

Open Date: January 9, 2019

Close Date: January 18, 2019

Job Summary

Promote and support tribal members and families in reaching their full potential, becoming productive and self-sufficient. Participate in interviews and analyzing the physical, mental, and social status of the client to determine and coordinate needs.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Conduct individual and group sessions.
- Teach clients the skills and tools to cope with addiction and provide treatment for clients with mental, emotional or prescription medication addiction, etc.
- Monitor, evaluate and record patient progress and attendance.
- Data entry of client records.
- Transport clients to and from appointments, court hearings, and other planned activities.
- Facilitates community resource availability based on client needs to ensure maximum outcomes.
- Develops with client an Individual Development Plan.
- Encourages each participant, through the development of the plan, establish realistic goals based on clients level of readiness, available resources, and time frames.
- Provides case planning services with clients to ensure all needs are being met.
- Reviews service delivery to ensure outcomes are met in a timely fashion.
- Organizes caseload so that necessary case records and documents are processed and updated within specific guidelines of the programs.
- Coordinates, schedules, assists and participate with fitness activities.
- Assist Establish a course of treatment and develop a treatment plan including education & employment.
- Assist in modifying treatment plans depending upon the status and progress of the client.
- Assist in referring clients to other community resource for treatment and rehab programs, if needed.
- Participates in department case reviews and all case conference meetings.
- Prepares and provides timely required paperwork and reports on assigned caseload to ensure proper notice and actions and the status of each case.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Performs other duties as assigned and/or deemed necessary for program and client compliance.
- Maintain confidentiality of all client records and reports.
- Must be able to work with a team to collaborate treatment in the best interest of the client.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of case management.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in records management.
- Ability to communicate effectively both verbally and in writing.
- Ability to advocate on client behalf.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand, walk and participate in group fitness activities. The employee must occasionally lift and/or move up to 25 pounds.

Minimum Qualifications

- Two years of case management and/or social work.
- High School Diploma or equivalent
- Excellent computer and communication skills.
- Must have a valid NM Driver's License.
- Required to maintain a high level of confidentiality.
- Must poses a high level of customer service skills.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Apply in Person at:
Mescalero Department of Human Resource
101 Central Ave.
Mescalero Apache Tribe
Offices located in same area as Activity Hall*

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