



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Case Manager
Department: Four Directions Treatment & Recovery Center
Employment Status: Non-exempt **Grade:** NE8 (\$18.03- \$23.44)
Opening date: May 6, 2025 **Closing Date:** May 16, 2025

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.

This position is a transition position into a Certified Peer Support Worker (CPSW) or Certified Family Peer Support Worker (FPSW), upon completion of new hire for the Case Manager Position employee will be give 6 months to obtain accreditation for a Certified Worker, time will be given to allow employee to complete the education /training hours needed to achieve the Certified Worker Credentials.

Essential Duties and Responsibilities

- Provides case management services to clients and consult with counselors.
- 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.
- Develops and conducts client educational 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.
- Must work as a team with all staff members including clinical staff.
- 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 OR
- Certified Peer Support Worker (CPSW) or Family Peer Support Work (FPSW).
- 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 communicate effectively both verbally and in writing.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to utilize computer in an effective manner.
- Knowledge of specific services and resources needed by clients.
- Skills in maintaining appropriate accountable records and forms.

Physical Demands

The services 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 done 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 may be required.