

Kickapoo Tribe in Kansas

Position Description

Title: Case Manager 20hrs a week, pay rate: \$20.00/hr

Position: Part time /Non-Exempt

Location: Social Services Department

Supervisor: Social Services Director

Position Description:

This case management position will provide resources and support to individuals and/or families. Aids individuals and families requiring assistance dealing with substance use problems, such as alcohol or drug abuse, by performing the following duties.

Essential Duties and Responsibilities

- Regular and predictable attendance.
- Interviews patient, reviews records, and confers with other professionals to evaluate condition of patient.
- Educates patients to assist patient in overcoming alcohol and/or drug dependency.
- Educates family members to assist family in dealing with and providing support for patient.
- Educates family members regarding the impact of alcohol/drug dependency in their lives.
- Completes clinical screening, evaluation, and placement of patients.
- Develops placement and discharge plans.
- Coordinates the delivery of broad range clinical services targeted to minimize hospital utilization and maximize treatment engagement.
- Collaborates with staff to improve the management of patients with substance use disorders.
- Coordinates referrals and treatment.
- Participates in planning and successfully implementing clinical strategies to achieve the appropriate length of patient stay in acute care settings and increase engagement of acutely intoxicated individuals in indicated treatment services.
- Monitors condition of patient to evaluate success of therapy, and adapts treatment as needed.
- Assists patients/family members in crisis as needed.
- Maintains contact on regular basis with referral sources.
- Maintains patient files utilizing identified technical resources in a site visit ready manner, at all times.
- Develops discharge/transition plans and documents in the electronic medical record.
- Refers patient to appropriate services as needed such as detoxification, medical evaluation and treatment, social services, and recovery resources.
- Complies with all policies and procedures related to clinical licensure.

- Other duties as assigned.

Minimum Requirements:

- Service work associated to recovery, such as sponsoring, holding positions as well as volunteer activities in the community is preferred. Service work that demonstrates quality recovery, is ideal.
- Basic Peer Mentor 6-hour introductory training and 15-hour advanced training will be required to be completed within 1 year of employment.
- Experience and ability to use multiple computer applications, including but not limited to, Microsoft Office Suite applications including Word, Excel and internet-based platforms is required.
- AA/BA Degree in the field of: Drug and Alcohol, Case Management or Human Services. An individual equally qualified by work experience or a combination of work experience and education, with one year of experience substituting for one year of education.
- Valid driver's license and the ability to drive agency vehicles
- Ability to communicate clearly and professionally to Tribal members, staff, families, and other professional staff
- Excellent time management, organization, and flexibility
- The successful candidate must pass a criminal background investigation and a Central Registry for child/adult abuse per provision in (25 CFR, Part 63).

Privacy Act:

Must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (I) (I).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference of 1.934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be giving to non-Indian applicants in the absence of qualified Indian Preference eligible.

The Kickapoo Tribe in Kansas reserves the right to amend this position description at any time.

