

MI'KMAQ NATION
POSITION DESCRIPTION

TITLE: Behavioral Health Case Manager

CLASSIFICATION: Permanent/Full-time

IMMEDIATE SUPERVISOR: Behavioral Health Supervisor

SALARY: \$21.00-\$24.00/HR

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Case Manager will be responsible for assessing client needs as part of the care team for individuals with primary mental health and/or substance use diagnoses. They must be willing to learn about and respect Mi'kmaq Nation cultural practices. The Case Manager will provide services to children and adults and aid in facilitating access to programs and services both within Tribal and Non-Tribal resources, and performing some program administrative duties as needed under the supervision of the Behavioral Health Supervisor.

EDUCATION (OR EQUIVALENT EXPERIENCE): Education: minimum of a Bachelor's Degree from an accredited four (4) year institution of higher learning, with specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing, or closely related field; OR who has a Bachelor's Degree from an accredited four (4) year educational institution; in an unrelated field and at least one (1) year of full-time equivalent relevant human services experience; OR a who has Master's Degree in social work, education, psychology, counseling, nursing, or closely related field from an accredited graduate school.

LICENSES OR CERTIFICATIONS: Preference for MHRT-C Certification Mental Health Rehabilitation Technician/Community (MHRT/C), and/or LSW. Valid Maine State driver's license required.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Must be able to build rapport, identify, engage and serve individuals with co-occurring substance abuse and mental health disorders. Comprehensively Assess individuals in all life domains. Treatment planning that is strength based and client centered. Maintain professional integrity, ethics and boundaries, and confidentiality requirements. Experience in, or willingness to learn electronic records. Experience in, and willingness to learn about Mi'kmaq Nation cultural practices as well as other Wabanaki Tribes.

WORKING CONDITIONS: Work is performed in an outpatient care setting, Tribal and community buildings and patient homes. Required ability for long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. There is common exposure to contagious and infectious disease occasionally. Patients may be in all stages of change, and ability to learn de-escalation techniques is required.

FUNCTIONS/DUTIES/TASKS include the following (other duties may be assigned):

1. The Case Manager will provide coordination between treatment providers, medical providers, natural supports, and other community resources in order to help meet client needs under the supervision of the Behavioral Health Supervisor.
2. Develop client centered safety/crisis plans and participate in crisis resolution.
3. Coordinate and participate in team meetings with client, guardian and other service providers and natural supports.
4. Refer and Link client to community-based resources and supports.
5. Advocate for client rights and access to resources for unmet needs.
6. Assist, monitor and support client in transitioning between services and levels of care
7. Develop relationships with representatives from other agencies
8. Participate in all staff meetings, educational opportunities and clinical supervisions as directed by supervisor.
9. Maintain client records and progress notes in compliance with all laws and regulations, coding requirements, as well as MFHS policies.
10. Ability to communicate ideas, instructions, and other information in a clear and precise manner using both written and oral forms of communication
11. Mandated reporting requirements- children and elder abuse, neglect, or exploitation.
12. Occasionally attends local and out of state in-service workshops and training sessions pertinent to the program.
13. Reviews, signs, and adheres to the Privacy Act of 1974.
14. Reviews and abides by Tribal personnel policies.
15. Reports to work, meetings, training, and scheduled appointments on time.
16. Other duties as assigned

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employee's being in good standing (including lack of disciplinary actions); and employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years). A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: July 23, 2024

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.