

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ADVERTISEMENT**

**POSITION:** Behavioral Health Case Manager- 2 positions

**SALARY:** \$15.00-16.00 per hr

**DEPARTMENT:** NCTBOH – Behavioral Health Program

**ACCOUNTABLE TO:** Behavioral Health Manager

**CLASSIFICATION:** Regular Full-time, Covered, Non-exempt

**OPEN:** 5/1/19

**CLOSES:** 5/9/19

**How to Apply:**

1. Submit a completed Northern Cheyenne Tribe Application of Employment
2. Up to date Resume
3. Three (3) current (within 1 year) letters of recommendations (one must be past/present employer).
4. Proof of Certified Indian Blood if claiming Indian Preference (Tribal Certification)
5. DD214 (if claiming Veteran's preference)
6. Applicants must have a valid State of Montana Driver's License
7. Applicant must be insurable.
8. Copies of credentials and certified copy of transcripts

**Submit or mailed to:**

**Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128,  
Little Wolf Capitol Building, Lama Deer, Mt. 59043**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** This position shall serve to assist participants of the Northern Cheyenne Behavioral Health Program in organizing services. The position supports an integrated system of care within the program. This position involves close collaboration with the patient, family and significant other, in the management of behavioral health treatment activities and other addiction counseling services. This position serves as the liaison to the community for treatment resources and provides advocacy for the patient in the program. This position will be responsible to conducting case management and follow up with referred patients. Documentation of case management work is essential through RPMS data system.

**JOB CHARACTERISTICS**

**Nature of Work:** The Behavioral Health Case Manager will meet the patient upon referral from provider. The Behavioral Health Case Manager will participate in negotiating, advocating, conflict resolution, problem-solving and mediation on behalf of the patient. The position establishes and maintains non-judgmental, respectful relationships with patients, their family and other service providers. The position researches and advocates for community based services dependent on the patient needs and makes referrals to appropriate services. The position promotes overall wellness and support activities in the community.

**Personal Contacts:** This position shall make phone contacts with patients, face to face contacts, and family contacts. This position shall contact any agency (with patient written release of information) such as Social Services, Probation officers, court systems, and/or other interested parties and related programs.

**Supervision Received:** Clinical and administrative supervision for this position is provided by the Manager of the Behavioral Health Department.

**Supervision exercised:** N/A

**Essential Functions:** The purpose of this position is to assist the Behavioral Health provider in duties such as helping the patient function in community at 100%. This position assists the patient in meeting treatment goals set forth by the provider and patient. The Behavioral Health Case Manager documents all patient contacts on RPMS, handles patient file with integrity, updates all information in RPMS and provides community outreach when assigned by Behavioral Health Manager. This position ensures the safety and security of patients, completes appropriate documentation and reports to the provider and manager in a timely manner. The Behavioral Health Case Manager must abide by the Northern Cheyenne Tribe's Personnel Manual and the Northern Cheyenne Behavioral Health department policy and procedures.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

Must type clear and concise reports, update all new information in patient file on RPMS, verify patient's signature, tribal enrollment, alternate resources, drivers licenses, and obtain signature of any additional releases of information. Must document all patient contacts in SOAP format and enter data in the electronic case management system. Is responsible for notifying and communicating with patient any therapeutic counseling and/or activities scheduled.

Shall report to Manager of Behavioral Health department and referral provider noting activities. Must be able to fax documents, keep files neat, coordinate daily data entry, conduct patient follow up and assist staff from the Behavioral Health department.

Must be able to maintain efficient time management skills and abilities; demonstrate accuracy, attention to detail and effectiveness; and perform work with efficiency, consistency and timeliness. Must be able to learn, use the computer, take directives, have good communication skills, be ethical and responsible.

Must be dependable and conscientious in performing job duties; must demonstrate the appropriate level of written and verbal communications skills; must adhere to the Tribe's Personnel Manual and Behavioral Health policy and procedure manual; must adhere to 42 CFR, HIPPA, and the Privacy Act.

### **JOB REQUIREMENTS**

**Knowledge:** Must have knowledge of Cheyenne cultural values and norms of identity, age, gender roles and kinship relations, in the prevention, treatment and recovery of intergenerational trauma, mental health issues, and substance abuse issues for tribal members. Shall be knowledgeable in developing and facilitating psychoeducational support groups. Must have knowledge in assisting patients in organizing services and support as an integrated system of care with other agencies.

**Skills:** Must have excellent verbal communication skills; be able to advocate and network with other agencies involved in the patient's treatment plan and program services. Shall engage in screening, case management, intake, crisis intervention, orientation, client education, consultation, assessment, referral, treatment planning and report/record keeping. Be computer literate.

**Abilities:** Must be able to plan and organize and be efficient in all assigned tasks. Must be able to enter data in case management software system. Must be able to work with valuable patients who are dealing with mental health issues and substance abuse disorders and behaviors. Must get along with all staff members. Must be available to work flexible hours.

### **EDUCATION AND EXPERIENCE**

Preferably Case Manager certified. Associates Degree is preferred. Application of case management credentials through Northern Cheyenne Service Unit is required. Case management training will be provided on the job and attendance at organized workshops may be recommended by Manager of Behavioral Health Program.