

POSITION DESCRIPTION

POSITION: **CASE MANAGER** **GRADE:** DOE

DEPARTMENT: Bay Mills Health Center **STATUS:** Non-Exempt

REPORTS TO: Behavioral Health Services Coordinator

POSITION SUMMARY:

The Case Manager is responsible for providing access to treatment and recovery support services to patients with an opioid use disorder (OUD) and/or other substance use disorders (SUD). The Case Manager will go on-site with Law Enforcement Officers for a warm hand off program. This program will ensure patients are receiving appropriate care to enroll in MAT and psychiatric care services. The Case Manager may assist with individual and group counseling as well as casework services to clients dealing with addictions. Responsibilities may include assessing patients' safety, developing public awareness activities, providing transportation and coordinating training and/or cultural events. The Case Manager will assess mental status through interviews or observations, and then linking and coordinating to the appropriate services. They may also be required to provide crisis intervention services to patients who are a danger to themselves or others. The Case Manager will assist clients in supportive programs and other resources that may benefit and enhance their life in the community.

ESSENTIAL FUNCTIONS:

1. Assist Law Enforcement Officers on-site to transition into MAT services and/or receive psychiatric care services.
2. Provide case management for all psychiatric care plans at the tribal access site.
3. Provide case management services to those clients meeting criteria for Substance Abuse services.
4. Link and coordinate all clients to appropriate providers and/or other agencies as needed.
5. Maintain all records with accurate and timely documentation in chart per agency guidelines.
6. Participate in the preparation of public awareness, coordinating trainings, provide support, education and transportation.
7. Inform clients of their rights and ensure that clients understand.
8. Adhere to the Federal Register of Department of Health and Human Services 42 CFR part 2, the confidentiality of alcohol and drug abuse patient records.
9. Keep an ongoing active file on each client.
10. Organize and/or assist in providing group services.

11. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
12. Other duties may be assigned within the scope and complexity of this position's essential functions.
13. Must attend any and all mandatory trainings designated by your Supervisor and/or Health Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally bend, reach, squat, or stoop to access objects with lifting and/or moving up to 10 pounds.

POSITION REQUIREMENTS:

1. Minimum of a Bachelor's degree in one of the following areas: Social Work, Human Services, Substance Abuse, Sociology, Counseling or similar field.
2. Must be certified or eligible for MCBAP licensing within one year of hire.
3. Prior experience working with substance abuse clients preferred.
4. Working knowledge of community resources, substance abuse assessment, treatment, recovery, and mental health services.
5. Must have knowledge of medical & psychological terminology.
6. Must have good computer skills and the ability to write reports.
7. Must be able to work independently, organize multiple tasks, and perform quality work in an efficient manner.
8. Must be pleasant, congenial and able to work cooperatively with staff, clients and members of the community.
9. Must possess a valid driver's license with good driving record.
10. Must complete a criminal, central registry and driver's license background clearance.
11. Must be able to maintain composure and use good judgment during crisis situations.
12. Must have excellent communication skills.
13. Must have excellent past work record.
14. Must be able to travel, when required.
15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Case Manager

*Applications can be found at www.baymills.org under “employment opportunities”