

Five Sandoval Indian Pueblos, Inc.

Position Classification Description



POSITION TITLE: Case Manager
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: BHS Director
GRADE: E2

Position Summary: Takes responsibility for the development of a case management plan based on a clinical case assessment for each client admitted to the program. Maintains ongoing case management planning and implementation for each client, evaluates all quarterly treatment reviews and plan revisions through a formal review system and provides regular case consultation.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities:

1. Assures a quality program by assisting in:
 - A. The transportation of clients to appointments as indicated by the Client Treatment Plan.
 - B. Advocating for client with community service providers and other entities.
 - C. The gathering of client out-come data.
 - D. Conducting ongoing case management reviews in Clinical Staff meetings.
 - E. The coordination of client referrals and placements in residential facilities.
2. Promotes intra agency and inter agency communication by:
 - A. Maintaining current files on referring agencies and other referral sources.
 - B. Contributes to Interdisciplinary treatment team.
3. Provides Substance Abuse Education and other Mental Health Support groups as needed.
4. Submits proper, timely, ethical billing and documentation of client services provided.
5. Participates in Community Health Fairs & Prevention Activities.
6. Implements appropriate sections of treatment plan.

7. Provides assistance in alcohol, tobacco, and other substance abuse prevention program as time permits.
8. Performs other related duties as assigned.

Minimum Qualifications:

BA/BS degree in health and human services, licensure preferred (LBSW or LADAC), along with 3 years experience with tribal Behavioral Health programs.

Requirements:

1. Drug and Alcohol free for a minimum of two (2) years.
2. Valid New Mexico Drivers License.
3. Own transportation with valid auto insurance coverage.

SUPERVISION EXERCISED:

None

BHS Program Director Date

Human Resources Director Date

Executive Director Date