



## Choctaw Behavioral Health

210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4150

### JOB ANNOUNCEMENT #061148

**POSITION:** Behavioral Health Case Manager  
**SALARY:** Grade 8  
**SUPERVISOR:** Program Director and Designated Licensed Therapist  
**JOB LOCATION:** Choctaw Health Center/Behavioral Health and Satellites  
**TYPE OF EMPLOYMENT:** Regular FullTime/Non-Exempt

**Opening Date:** MARCH 17, 2020 **MAR 17 2020**

**Closing Date:** MARCH 31, 2020 OR UNTIL FILLED

#### SCOPE OF SERVICE AND EFFECT:

**Mission Statement:** The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

**Vision Statement:** Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

The Behavioral Health Case Manager works closely with therapists, psychiatric services and other case managers in the management of mental health and alcohol/substance use patients and families being served by the program. Activities include planning and coordinating services necessary to the client/patient's treatment plan, participating in planned educational requirements for client/patients, assisting in placement activities for client/patients, conducting public education and awareness activities, providing information and referral services, and conducting necessary case management activities related to the client/patient's problems and needs.

#### DUTIES AND RESPONSIBILITIES:

1. Participates as a team member in planning for treatment and other special needs of individuals and families, such as translation, symptom and medication monitoring, collection of vitals, screening and other duties such as transportation for services and appointments, housing, etc.
2. Manages a caseload of individuals and families appropriate to their assigned job functions under the direction of lead therapists or psychiatric services.

3. Leads or assists in leading support and educational groups, with other case managers and therapists. Assist in the implementation of treatment plans, participate in community awareness and education.
4. Works cooperatively with other Program staff and other service providers in conducting case management activities on behalf of clients being served by the Program.
5. Serves as a resource person in all activities and programs provided by Behavioral Health.
6. Maintains a high degree of emotional control, tact and patience to cope with situations that involves constant change, substantial pressure and tremendous responsibility.
7. Participates in and helps develop annual in-service training and staff development sessions to insure up to date knowledge, skills, and continued personal and professional growth.
8. Handles other duties as assigned by the Director or designee.

**Work Environment:**

The primary work setting for this position is the offices of Choctaw Health Center Behavioral Health Department however duties are performed in all communities on the Reservation and off Reservation locations, as necessary.

**Physical Demand:**

There are limited special physical abilities required. Some travel is required.

**QUALIFICATIONS:**

1. A minimum of an Associates degree preferred and special vocational training as a CNA with a desire to develop in-depth knowledge of mental illness if working with SMI population. If focus of work is substance abuse population must obtain a Certified Peer Support Specialist Credential or Certified Alcohol and Drug Abuse Counselor Credential within 18 months of hire. The CPSS requires a recovering person with a minimum of 2 years of sustained recovery.
2. Incumbent must engage in continuing education with a minimum of 3 hours of college credits or 10 hours of CEUS appropriate to career path and skills development. These hours must be acquired annually. This will support the paraprofessional's ability to function effectively in chosen career path.
3. Two years-experience in human services related area of work involving direct contact and interaction with people with mental disabilities. Type of experience will be evaluated on a case by case basis by the Director.
4. Must have dependable transportation, state driver's license, vehicle insurance as required by state law, and must have clearance to operate Tribal vehicles. Must also have access to a telephone that is available to the on call system.
5. Must be submitted to a background check pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.
6. Must provide and maintain a negative drug screen prior to beginning and maintain a throughout services.
7. Must present with and maintain a code of behavior as outlined in the Tribal and Health Center Code of Behavior

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians,**

**Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350