



Choctaw Health Center

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/Essential

OPENING DATE: JULY 27, 2021 JUL 27 2021

CLOSING DATE: AUGUST 10, 2021 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 (but not limited to): translation, symptom and medication monitoring, collection of vital signs, 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, clinical director, or psychiatric services.
3. Coordinates services and connect clients with resources that can help with daily challenges due to psychiatric illness, substance abuse, and/or other personal problems that impact the clients' ability to function normally in everyday life.
4. Leads or assists in facilitating support and educational groups, with other case managers and therapists. Assist in the implementation of treatment plans, participate in community awareness and education.
5. Works cooperatively with other program staff and other service providers in conducting case management activities on behalf of clients being served by the program.
6. Serves as a resource person in all activities and programs provided by Behavioral Health.
7. Maintains a high degree of emotional control, tact and patience to cope with situations that involves constant change, substantial pressure, and tremendous responsibility.
8. Participates in and helps develop annual in-service training and staff development sessions to ensure up-to-date knowledge, skills, and continued personal and professional growth.
9. Participates and receives continuing education training, through workshops, conferences, and/or virtual platforms, for personal and professional growth in skills and knowledge related to the mental health field.
10. Handles other duties as assigned by the dept. 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 Associate's Degree or two years-experience in the field of human services, involving direct contact and interaction with people with mental disabilities required. (Type of experience will be evaluated on a case by case basis by the Director.) College-level degrees in the fields of social work, psychology, counseling, or a similar field of study preferred. Previous work experience in a mental health or clinical setting also preferred. Must have a desire to develop in-depth knowledge of the mental health field
2. If focus of work is with the SMI population, incumbent must receive special vocational training as a CNA within 12 months of hire or date of assignment to serve the population for integrated care and psychiatric care services. If focus of work is substance abuse, incumbent must obtain a Certified Peer Support Specialist credential (CPSS) or Certified Alcohol and Drug Abuse Counselor credential within 18 months of hire. (The CPSS requires a person in recovery from addiction, with a minimum of 2 years sustained recovery).
3. 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.

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 negative drug screen throughout services.
7. Must present with and maintain a code of behavior as outlined in the MBCI Tribal Personnel Policy and Choctaw Health Center Professional Code of Conduct policy.

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