



Choctaw Health Center

Behavioral Health Department
210 Hospital Circle
Choctaw, MS 39350-6781
Phone: 601.389.4150
Fax: 601-389-4162

JOB ANNOUNCEMENT #: 061377

POSITION: School-Based Mental Health Case Manager
(CEMHSUD Grant – 1 Position)

SALARY: Grade 8

SUPERVISOR: Department Director and Designated Licensed Therapist

JOB LOCATION: Choctaw Health Center/Behavioral Health and Satellites

TYPE OF EMPLOYMENT: Temporary/FullTime/Non-Exempt/Essential

OPEN DATE: JANUARY 05, 2023 **JAN 05 2023**

CLOSE DATE: JANUARY 19, 2023 OR UNTIL FILLED

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 healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center (CHC) is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian (MBCI) Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. MBCI has approximately 11,000+ members of the tribe's population across ten county areas in central Mississippi. CHC is a 180,000-square-foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE AND EFFECT:

The Behavioral Health Case Manager works closely with School-Based Mental Health Therapists, psychiatric services, and other case managers in the management of School-Based Mental Health Case Manager (CEMHSUD Grant)

mental health crises that prevent students from progressing academically and personally. The incumbent will work with students individually to assist in identifying their needs, develop a plan for connecting students and their families with resources, and provide regular monitoring of their progress and connecting them to services, including outpatient mental health care services when needed. The services provided by this role are designed to improve student well-being, increase school engagement to improve academic performance, and address familial issues or concerns. Activities include planning and coordinating wrap-around services necessary to address student mental health needs, such as but not limited to support care in student treatment plans, crisis prevention/intervention/postvention, assisting in placement activities for students requiring more preventive and interventive levels of care, conducting public education and awareness activities, providing information and referral services, and conducting all other necessary case management activities specific for patient-care.

DUTIES AND RESPONSIBILITIES:

1. Participates as a team member in planning for treatment and other special needs of individuals and families, such as COVID-19 support, translation, symptom and medication monitoring, screening, and other duties such as transportation for services and appointments.
2. Manages a caseload of youth/students and families appropriate to their assigned job functions under the direction of lead therapists or psychiatric services, connecting students with assigned follow-up appointments and continued monitoring of student progress.
3. Devises a process by which administrators, teachers, students, and parents can identify a student in need of support and refer them for services.
4. Collects holistic information about a student's needs and strengths, focuses on building rapport, and develops an action plan for support.
5. Documents in patient charts under program's charting system.
6. Leads or assists in leading support and educational groups, with other case managers and therapists.
7. Assists in the implementation of treatment plans, and participate in community awareness and education, this includes community outreach events.
8. Build a network for referrals and resource coordination.
9. Increase communication among key stakeholders in student success and support.
10. Address systemic issues by investing in improving the overall school climate.
11. Works cooperatively with other program staff and other service providers in conducting case management activities on behalf of students/clients being served by the Program.
12. Serves as a resource person in all activities and programs provided by Behavioral Health.
13. Maintains a high degree of emotional control, tact, and patience to cope with situations involving constant change, substantial pressure, and immense responsibility.
14. Maintains a standard of professional conduct consistent with mental healthcare standards, the program, and the department, and must present with and maintain a code of behavior as outlined in the Tribal and Health Center Code of Behavior.
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Health Center Code of Behavior.

16. 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.
17. Must submit to a background check pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.
18. Must present with and maintain a negative drug screen prior to beginning employment and maintain throughout employment.
19. Handles other duties as assigned by the director or designee.

Hours Worked:

This is an essential position. Working hours may vary according to shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. Incumbent will be required to work nights, weekends, and holidays. Incumbent will be called back to duty under certain circumstances such as short staff or emergencies.

Work Environment:

The primary work location for this position is Choctaw Tribal Schools. Secondary locations will be at the Choctaw Behavioral Health Department located within Choctaw Health Center or Choctaw Health Center Satellite Clinics, with duties and responsibilities in all communities on and off the reservation, as appropriate. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and/or visitors.

Physical Demand:

There are no special physical requirements for this position.

Qualifications:

1. Minimum requirement of an Associates Degree with preference in psychology, social work, counseling, or a related field, with previous work experience in a similar role.
2. Candidates must possess communication, effective listening, problem-solving, critical thinking, interpersonal skills, and computer savvy with basic computer and typing skills.
3. Mandatory training in continuing education with a minimum of 3 hours of college credits or 10 hours of CEUS specific to mental health skills development. This will support the paraprofessional's ability to function effectively in the field of mental health.
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, Tit 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 service.

7. Candidates will be required to show proof of being fully vaccinated against the COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

In accordance with the Choctaw Health Center Employee Health Program, a 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 up 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 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