



## Choctaw Health Center

Behavioral Health Department  
210 Hospital Circle  
Choctaw, MS 39350-6781  
Phone: 601-389-4150  
Fax: 601-389-4162

### JOB ANNOUNCEMENT # 061148

**POSITION:** Behavioral Health Case Manager

**SALARY RANGE:** Grade 10 (\$26,225.00 - \$31,200.00)

**SUPERVISOR:** Department Director and Designated Licensed Therapist

**JOB LOCATION:** Choctaw Health Center/Behavioral Health and Satellites

**TYPE OF EMPLOYMENT:** Regular FullTime/Non-Exempt/Essential

**OPEN DATE:** **MAY 07, 2026** **MAY 07 2026**

**CLOSING DATE:** **MAY 21, 2026 OR UNTIL FILLED**

**Mission Statement:** Delivering innovative, holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

**Vision Statement:** Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county areas in central Mississippi. It 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 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. Participate as a team member in planning and implementing treatment and interventions for individuals and families, such as coordinating resources and patient-centered wrap-around services, creating both long and short-term treatment plans, and identifying and addressing symptoms. This duty includes, but is not limited to, working with medical teams, social workers, and other providers for cohesive care.
2. Manage a caseload of individuals and families appropriate to the assigned job functions under the direction of lead therapists and psychiatric services.
3. Provide education and support for clients through both face-to-face, virtual, and home & school visits. Education and support include, but are not limited to, the following:
  - independent living skills training
  - supportive counseling
  - family education
  - crisis intervention
  - monitor progress and ensure continuity of care for improved well-being and community reintegration
  - discharge planning
  - providing transportation for services and appointments
  - implementing different types of assessments/screenings
  - advocating for consumer/patient rights
  - serving as a source for identifying local community resources and other service delivery systems to address needs (e.g., housing, financial, social welfare, education, health, vocational, legal/advocacy, etc.).
4. Conduct Needs Assessments to identify needs and any gaps in resources and client care through interviews, observations, recording, and reporting on an individual's functioning
5. Monitor and observe medication for efficacy or side effects, conduct drug screens, identify forms of abuse, i.e., physical, sexual, neglect, and substance abuse or addiction.
6. Demonstrate a positive regard and respect for consumers and their families.
7. Conduct intake assessment and processes for identifying and addressing medical issues related to mental illness, behavioral intervention and management, addiction, and referrals.
8. Work as a team member, maintaining effective inter- and intra-agency working

- relationships with tribal programs and other service providers in conducting case management activities on behalf of clients being served by the Program.
9. Leads and/or assists in facilitating support and educational groups with other case managers and therapists.
  10. Utilize general principles of record documentation and ensure timely entry of patient-care notes in the EHR system.
  11. Utilize effective oral, written, and interpersonal communication principles and techniques for working effectively with clients and others.
  12. Participate in community awareness and education, which includes community outreach events.
  13. Maintains a high degree of emotional control, tact, and patience to cope with situations that involve constant change, substantial pressure, and tremendous responsibility involving healthcare and mental health.
  14. Develop annual in-service training for staff development sessions to ensure up-to-date knowledge, skills, and continued personal and professional growth.
  15. Engage in continuing education with a minimum of 3 hours of college credits or 10 hours of CEUS appropriate to the career path and skills development. These hours must be acquired annually. This will support the paraprofessional's ability to function effectively in their chosen career path.
  16. Must present with and maintain a code of behavior as outlined in the Tribal and Health Center Code of Behavior.
  17. Handles other duties as assigned by the director or designee.

#### **Hours Worked:**

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

#### **Work Environment:**

The primary work location for this position is within the Behavioral Health Department at Choctaw Health Center, with duties and responsibilities in all communities on and off the reservation, as appropriate.

#### **Job Hazards**

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. A minimum of an associate degree in psychology, counseling, social work, or other human services or healthcare-related fields from an accredited college/university is required.
2. 1-2 years of experience in social services, healthcare, or mental health is strongly preferred.
3. Entry-level knowledge, skills, and abilities of the following (but not limited to): the nature of serious mental illness and substance abuse and addiction, mental illness and addiction symptomology, treatment modalities and intervention techniques, and general principles of record documentation. The Program Director will evaluate the type of experience on a case-by-case basis.
4. Must have dependable transportation, a 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 before beginning and maintain throughout employment.

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 and 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 for which the person who is granted the waiver may request a promotion, transfer, or apply. 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