



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Case Manager-Program Manager Assistant	Open Date:	June 22, 2022
SLT Program:	Spirit Lake Recovery & Wellness	Close Date:	Until Filled

Position Objective: Provides case management support and care coordination to individuals with substance abuse disorders. The case manager must be able to connect and establish rapport with the client in the outpatient treatment groups and in the residential treatment facility.

- Major Duties & Responsibilities:**
- To provide assessment, case management, care coordination, and referral services for substance and co-occurring for clients choosing to participate in program services.
 - To assist the Licensed Addiction Counselor with client intake assessments and the necessary paperwork required using the AccueCare software assessment tool for best practices for clinical documentation and treatment programming.
 - Documents all service contacts, client face-to-face, telephone, collateral, and networking contacts. The appropriate and complete documentation of treatment, related information to treatment plans, reviews, progress notes, correspondence, the release of information, etc.
 - Provides ongoing support and case management functions per the problems, needs, and strategies, identified in the client service plan to assist the client to achieve the stated goals and objectives.
 - Participates and assist the addiction counselor with the treatment group sessions as needed or as a means of supporting the client's treatment plan goals as well as communicating with the LAC on the client's progress.
 - Maintain contact with representatives of the various treatment programs involved in the care and rehabilitation of individuals with substance abuse disorders.
 - Assist the LAC in arranging Aftercare services and completing follow-up assessments and services for individuals in recovery.
 - Assist the addiction counselor in preparing and maintaining client chart files and keeping the file room organized.
 - Responsible for scheduling agency staff meetings, keeping records, and taking notes of the staff meetings.
 - Assist Program Manager with budgeting monthly financial reports and making the necessary modifications as needed.
 - Assist Program Manager with any administrative duties that are related to the overall coordination and planning of the program goals and objectives.
 - Adheres to professional ethics in the care of others. Maintain the highest standard of professionalism and follow Spirit Lake Tribal organization protocols.
 - Performs other duties as assigned by supervisor in keeping with the general description of the case manager position and in compliance with SL Recovery & Wellness policies and procedures.

- Submit monthly statistical reports to the program manager on case management and other areas.
- Other duties as assigned

Qualifications, experience, and education required:

- Must have a High School diploma/or GED and preferred applicant with two (2) yrs. of college courses or a degree in human services/pre-Social Work courses.
- Must be computer literate & knowledge & experience of relevant software applications, spreadsheets, and word processing. Understanding of information technology via the internet, telehealth set up and usage, email & telephone access.
- Knowledge of the human service field & residential treatment would be helpful but not a requirement. Familiarity with Electronic Health Records (E.H.R) is required to assist in case management.
- Must have a willingness to learn through on-the-job training, workshops & other required training.
- Prefer candidate with work experience in the substance abuse field.
- Must have current CPR, AED, and First Aid Certification or obtain on the job.
- Familiarity with American Plains Indian culture, values, and traditions.
- Maintain hard copy and electronic filing system.
- Must possess and maintain a current, active and unrestricted ND driver's license through course of employment, insurable under SLT driving policy.
- To provide some transportation services for clients.
- Proficient communication skills, both verbal and written.
- Must be responsible, dependable, and able to maintain the confidentiality of information. Adhere to the Federal Law of Confidentiality Act 42, CFR Part 2, and the Health Insurance Portability and Accountability Act (HIPPA).
- Must submit to clear Criminal Records Background Check.
- Individuals must have a minimum of two years of sobriety and remain alcohol and drug-free. Employees are subject to a drug test prior to employment, and random testing during employment.
- Will be required to participate in workshops on Universal Precautions training, HIPA training, CPR, AED & First Aid Certification, Ergonomics, Stress Management, and other required training.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Veterans Preference.*

Job Role:	Case Manager-Program Manager Assistant	Department	SL Recovery & Wellness
Status	Full Time	Supervision	R & W Program Manager
Hourly Salary Range:	\$25.00	Manages Others:	Yes

Number of Vacancies:	1	Classification: Exempt/Non- exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers, and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		