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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement (Internal)

**Title:** Case Manager

**Reports To:** Substance Use Disorder Program Manager

**Location:** Yreka/Happy Camp/Orleans

**Salary:** \$17.00 to \$19.00/hour DOE

**Classification:** Full-time, Regular, Non-Exempt, Non-Entry Level

**Summary:** Case Manager works under clinical supervision of the professional staff member assigned to case. The position is responsible for an assigned caseload of clients experiencing substance use and/or mental health disorders. The Case Manager is responsible for client needs based on a treatment plan developed by the assigned professional. Case Manager is responsible for providing targeted case management to individuals, families and groups within the program. The Case Manager will implement and monitor service plans as well as coordinate with tribal and community resources in meeting/achieving client service needs. The Case Manager will operate a vehicle to pick up, transport and drop off patients from one location to another.

### **Application Deadline: October 19, 2018 by 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us)  
The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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## **POSITION DESCRIPTION**

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### **RESPONSIBILITIES:**

1. Participates as directed in the screening and intake of new service requests within the clinic.
2. Participates in regular interdisciplinary staff meetings held within the service area.
3. Implements treatment/service plans with clients as directed by Substance Use Disorder Counselors and/or Mental Health Therapists.
4. Provides on-going case management services to identified clients including linkage and referral to tribal and community resources including housing, financial resources, health, educational, transportation, cultural activities, social and other services as needed.

5. Document all service contacts including face-to-face interviews, home visits, collateral and consultation contacts in accordance with tribal, state and federal regulatory standards and requirements.
6. Participates in interagency planning and service coordination activities, as directed, to improve and enhance service continuity and effectiveness for clients.
7. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case management services, and dealing with appropriate administrative issues.
8. Maintains close communication with the treatment team, including Substance Use Disorder Counselor, Mental Health Therapist, Primary Care Provider, and other medical providers regarding compliance with treatment plan goals and alerts these treatment team of any changes in client adjustment which may lead to a need for adjustments in treatment approach.
9. Maintains service logs and/or billing documents and turns them in on a weekly basis to ensure staff and client service information can be reviewed by supervisors and management personnel and can be reported to tribal, state and federal funding sources.
10. Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with tribal policies and procedures.
11. Transports community members engaged in substance use disorder and mental health treatment to internal and external program activities.

**Qualifications:**

1. Have the ability to work effectively with Native American community members in a culturally diverse environment.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks.
4. Ability to use modern office equipment including personal computers, fax, copiers, etc.
5. Ability to learn, apply and explain tribal, state and federal laws, rules and regulations governing behavioral health services.
6. Ability to develop and maintain cooperative, constructive relationships with clients and staff.

7. Ability to analyze case information including biological, behavioral and environmental aspects of behavioral health and implement case management services.
8. Ability to prepare clear, concise and comprehensive case work records utilizing personal computer.
9. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
10. Prior experience providing behavioral health/substance abuse program services highly desired.
11. Must comply with Karuk Tribe Travel policies.

**Requirements:**

1. High School Diploma. Associates Degree in behavioral or social science field preferred.
2. Experience in social service setting with working knowledge of substance use disorders and mental illness.
3. Must be proficient in Microsoft Word and Excel.
4. Ability to maintain confidentiality of case information in accordance with 42 CFR Part 2 and HIPAA.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annual for TB.
7. Must adhere to an investigation of character including a check of fingerprint files of the Federal Bureau of Investigation. Applicant must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State or Tribal law involving crimes requiring California PC Section 290 registration or any offense involving a child victim. Applicant must not have been convicted of a drug felony within the previous five years.
8. Must successfully pass a pre-employment drug and alcohol screening test.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** December 7, 2017

**Council Revised:** February 8, 2018

Chairman's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_