



Ninilchik Traditional Council

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VACANCY ANNOUNCEMENT Behavioral Health Case Manager

ANNOUNCEMENT DATE: January 3, 2022

CLOSING DATE: When Filled

POSITION TITLE: Behavioral Health Case Manager

DEPARTMENT: Health

POSITION TYPE: Full Time/ Permanent

SALARY: Depending on Experience

POSITION SUMMARY:

The position of the Behavioral Health Case Manager provides data collection and management, behavioral health orientations, resource management, aftercare, and follow-up for individuals and families impacted by a variety of behavioral health (addiction/substance abuse and mental health) issues. The position is responsible for assisting clients in accessing behavioral health services, other NTC services, and community resources.

The Behavioral Health Case Manager will be trained on the GPRA (Government Performance and Results Act) data collection tool and will ultimately work independently and assume full responsibility for collecting and submitting this information at the designated data collection points. It may be expected that approximately half of work time will be spent on GPRA data collection and data entry. GPRA interviews may take place either in-person or via telehealth.

This position will serve as a liaison with NTC Medical including regular consultation, relaying information to Behavioral Health Services staff, fielding referrals and meeting with clients at NTC Medical when their medical provider deems Behavioral Health involvement necessary.

The Behavioral Health Case Manager will be proficient at chart management. They will work with the directing clinician to prepare and maintain a confidential, accurate, organized and updated case file for each assigned client and will adhere to documentation deadlines as outlined by the Clinical Supervisor. They will comply with documentation requirements for case management activities (i.e., direct contact, community connection plans, linkage to community resources, and collaborating with treatment team members at discharge) and in the preparation of required reports.

As part of a team at an outreach office, the Case Manager will provide front office support duties including initial screening with new clients, communication with clients (scheduling), office duties such as photocopying and scanning documents for clinicians. Case management duties include scheduling, gathering, and documenting the orientation to services (new client) paperwork for Behavioral Health clients (i.e., consent for treatment, consents to release information, initial assessment, etc.) and updating and documenting required forms such as releases of information.

The Behavioral Health Case Manager will also be adept at client management; effectively orienting clients by explaining issues. These include but are not limited to, hours of service availability, clients' rights and the grievance procedure, and costs for which they may be responsible. Using appropriate forms and instrumentation to assess clients' strengths and weaknesses, the case manager will work with clients to develop community connection plans to address community-based needs.

This position must complete BHA training courses in a timely manner.

STATEMENT OF DUTIES:

1. Data management and collection for all SAMSHA Grants

- Independently utilize the GPRA (Government Performance and Results Act) data collection tool and administer efficiently and effectively.
- Management of data entry into the SPARS portal in a timely manner.
- Identify and recruit eligible clients/patients for the grants.
- Completion of grant follow-up surveys in a timely manner.
- Entering discharge data for each client.

2. Referral: active assistance for such persons to locate appropriate treatment programs that are available and correspond to such assistance both needed, and desired, by the client, including:

- Having up to date applications for such, including utilizing the internet and other available technology for research and information.
- Assisting clients in filling out such applications.
- Advocating and coordinating with all known resources for client's needs.
- Maintaining professional and appropriate contacts with such resources and releases of information with clients.
- Appropriately maintaining confidential client case files including Behavioral Health new client orientations, front office support staff duties such as scanning and posting documents for clinicians, documentation of all case management activities, maintaining library of all current behavioral health forms, client eligibility determination, and client log of contacts.
- Coordinating and facilitating resources in conjunction with established community resources already in place, including Alcoholics Anonymous, Narcotics Anonymous, and other appropriate groups.

3. Actively work toward a BHA II

- Develop a training plan and complete BHA courses in a timely manner.
- Participate in trainings as assigned by supervisor.

4. General:

- Data, record, and reports - Per policy and procedure the employee will maintain records of required program data, complete reports and submit such data and reports in a timely manner. The employee will ensure that confidential material/records/correspondence is kept secure, and that individual patient/client confidentiality is maintained according with 42 CFR Part 2 and Health Insurance Portability and Accountability Act (HIPAA) requirements.
- Submit timesheets and necessary program supply requisitions in accordance with NTC policy.
- Reporting all crisis situations to immediate supervisor and/or clinical Director immediately.
- Identify program needs and suggest improvements to the BHA Supervisor, Clinical Supervisor, and Grant Project Director. All concerns should be initially addressed with immediate supervisor.
- Maintain positive relationships with co-workers, clients, other providers, and local stakeholders.
- Work with clients to develop individualized Community Connections Plans.
- Ensure that all Community Connections Plans address identified needs and are up to date.
- Continually monitor and evaluate each client's progression through their Community Connections Plan and develop corrective action revisions to the plan as needed.
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County, and NTC guidelines.
- Assist clients in obtaining necessary resources to achieve goals.
- Actively participate in client and program related meetings and trainings.
- Attend program related community, coalition and committee meetings as assigned.
- Maintain client-related data systems, including case notes.
- Prepare case management related reports including, but not limited to outcomes, successes, etc.
- Adhere to strict boundaries and professional ethics in the care of others.

- Be knowledgeable of and operate only within the case manager scope of practices.
- Other duties as assigned by the Behavioral Health Services Clinical Supervisor, the Tribal Health Director, NTC Executive Director or his/her designee.

This position will follow the NTC/Ninilchik Community Clinic’s HIPAA policies and procedures. Any breach in confidentiality will lead to termination. As the NTC Behavioral Health Case Manager, he/she is accountable to the NTC Tribal Health Director for duties and responsibilities associated with all aspects of the Behavioral Health Services Program.

STATEMENT OF QUALIFICATIONS:

- Prior experience as a Case Manager, Behavioral Health Aide or Peer Recovery Support Services Specialist preferred.
- Must be willing to work toward becoming a Behavioral Health Aide (with financial assistance and educational leave provided by NTC).
- Must possess a valid Driver's License and transportation.
- High School Graduate - Some College - Bachelor's Degree Preferred.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills.
- Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.
- Must possess excellent verbal and written communication skills.
- Familiarity with regulations governing the disclosure of client information and storage of client records required.
- Must be able to independently work effectively and efficiently.
- Must have the ability to effectively work with agency employees, outside contacts, and a diverse client population.
- Must be willing to work at all three NTC locations. This position will be primarily based in Ninilchik.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination, and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

SUPERVISION:

This position will be under the direct supervision of the Behavioral Health Services Clinical Supervisor. This position, as with all NTC positions are subject to, and under the direct authority of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting