



## Oglala Lakota Division of Behavioral Health

Building Systems of Health & Wellness for the Oglala Sioux Tribe

### Position Posting

Position Title	Compensation	Position Type
Case Manager	<i>Dependent Upon Qualifications</i>	Full-Time Employment
Reports To	Primary Location	Benefits
Treatment Coordinator	Pine Ridge, South Dakota	<ul style="list-style-type: none"><li>• Health Insurance</li><li>• Dental &amp; Vision Coverage</li><li>• Holiday &amp; PTO</li><li>• Workers Comp</li></ul>

#### Position Description

##### Overview

The Case Manager is a social work professional responsible for the implementation of phase III (Case management and recovery plan development), and phase IV (Client follow-up) of client services. The Case Manager works with the client to develop a unique recovery/discharge plan and ensures that appropriate resources are arranged to maximize long-term success.

##### Responsibilities & Duties

###### Administrative

1. Retention of Agency documents and data per Division protocol. OL-DBH has precise procedures for filing electronic and hard-copy records which must be adhered to consistently.
2. Document client services using OL-DBH's data management system in a manner that is timely and accurate.
3. Complete required documentation for client admission, discharge, referral, and continued care.

###### Technical

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the planning and implementation of client services.
3. Manage an assigned client caseload where the Case Manager serves as a guide through the treatment and recovery process while using a recovery plan and progress notes to chart each client's success.
4. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
5. Lead the coordination of individualized behavioral health services that are deemed to be the most appropriate for the client.
6. Make regular progress on academic work required to secure or maintain licensing as demonstrated by documentation of successful course completion.

###### Additional Duties

1. Participation in all mandatory teleconferences, in-person meetings, and weekly client staffing.
2. Transportation of clients for appointments, Division-sanctioned activities, and agency referrals.
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Perform all other duties as assigned by the direct supervisor or Executive Director.

### Requirements & Knowledge

1. Must maintain abstinence from alcohol and other drugs throughout employment.
2. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
3. Must participate in all required staff development training and work with the direct supervisor and/or Executive Director to negotiate an individualized professional development plan.
4. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
5. Must have strong written and verbal communication skills.
6. Must adhere to confidentiality regulations under 42 CFR Part 2 and the Health Insurance Portability & Accountability Act (HIPAA).
7. Maintain the professional code of ethics described by the National Association of Social Workers (NASW).
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must abide by all OL-DBH policies and procedures.
10. Must take and pass a drug and TB skin test.

### Qualifications

1. An associate's degree is required. Bachelor's degree in social work, public health, or health-related field preferred.
2. At least 2 years of experience in social work or related roles preferred.
3. Must have a valid driver's license and self-insured.
4. Must have no prior felony convictions in the last five (5) years.
5. Must have no misdemeanor convictions in the past one (1) year. (Excluding minor traffic violations)

### How to Apply

Completed applications can be mailed or dropped off at the address listed below or uploaded to our website. It is the applicant's responsibility to ensure that his/her application is received by OL-DBH by the closing date. Additional applications can be downloaded from [www.oglalahealth.org](http://www.oglalahealth.org). Please visit our website for additional contact information for any questions regarding the application process or to review the status of an application.

**Oglala Lakota Division of Behavioral Health**  
**Attn: Human Resources**  
**PO Box 5074**  
**Pine Ridge, SD 57770**  
[oglalahealth.org](http://oglalahealth.org)