



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: WELLNESS CASE MANAGER

SUPERVISOR: HEALTH DIRECTOR

POSITION PAYS: \$25.00-\$30.00 HOURLY IFTE

NATURE OF WORK: The Wellness Case Manager is responsible for providing case management for clients in need of health services, in coordination with other health and social service agencies in the community. Provide group education activities for clients in coordination with other Wellness Department health promotion services. Case management, group education deals with physical and behavioral health issues such as, and not limited to diabetes, domestic violence, depression, substance abuse and HIV/AIDS/STIs.

RESPONSIBILITIES:

1. Provide wellness case management services to SWC clients, assisting clients to meet wellness goals by connecting clients to relevant health and wellness resources, and advocating for their access to and utilization of these services.
2. Establish for each client a case plan with wellness goals based on health assessment findings, including physical and behavioral health needs and other needs.
3. Refer clients to appropriate services and follow-up with clients to ensure the client is accessing services that are meaningful and helpful to achieving client's wellness goals.
4. Assist clients with eligibility and application process for other health and social programs.
5. Copy all case management encounters in client's electronic and manual charts and collect service data for reporting purposes.
6. Maintain active working relationships with relevant referral sources, such as Indian Health Services, Tribal health departments, Washington Department of Health Services, and other local resources.
7. Conduct intakes of new clients, including determined eligibility for case management services (or refers out to non-eligible individuals).
8. Coordinate with other Wellness Department staff to ensure that clients in need use CHR transportation services if need provide transportation for clients in tribal vehicles.
9. Maintain client confidentiality
10. Manage and Maintain the SDPI registry, conduct outreach and education.
11. Obtain and/or design education materials useful for one-on-one education with clients.

12. Educate staff from other organizations about SWC services and how to refer clients.
13. Participate in planning and evaluation of Wellness Department activities.
14. Participate in staff development opportunities based on continuing education and technical training needs.
15. Prepare required reports in an accurate and timely manner.
16. Performs other tasks as assigned.

QUALIFICATIONS:

1. Bachelor's Degree in health, human services, or business fields, such as public health, social work, education, or business: OR Associate's Degree in the human services or business fields, or certificate of health professional training such as a Nurse's Aide,
2. Patient Care Technician or Community Health Representative, and a minimum of 3 years of experience in the human services or business fields: OR - A minimum combination of six (6) years of work experience in the human services or business fields, with experience and knowledge of case management standards.
3. Computer experience in MS Word, MS Excel, and database management
4. Effective verbal and written communication skills
5. Ability to work varied hours or weekends when necessary to accomplish the goals of the department
6. Valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

PREFERRED QUALIFICATIONS:

1. Have an understanding of and sensitivity to the particular problems faced by the Native American community

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____