



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Case Manager – Native Connections Project

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite – 423 NE 1<sup>st</sup> Street, Anadarko

**REPORTS TO:** Native Connections Project Director

**JOB SUMMARY:**

Case Manager will be responsible for the completion of activities associated with Native Connections Project grant's objectives and deliverables.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Identify and refer at-risk youth to this program.
2. Provide follow-up to patients who have been referred for services.
3. Track patients through referral to service and ensure their behavioral health needs are achieved.
4. Identify additional resources and assist patients and their families with follow-up plans.
5. Conduct outreach events and activities to promote prevention of substance use and suicide.
6. Participate in community-based events to promote Native Connections Project.
7. Develop and provide follow-up letters to be sent to at-risk individuals (and/or legal guardian).
8. Develop and provide a list of additional resources, and program contract information should the individual at-risk require additional support.
9. Follow-up with at-risk individual and/or legal guardian (if minor child) to ensure service delivery.
10. Identify and assist in resolution of barriers to delivery of services.

11. Travel frequently for meetings, trainings, appointments, referrals, and client services.
12. Responsible for the development and implementation of a Case Management System.
13. Performs other duties related to position as necessary or assigned.

**EDUCATION AND EXPERIENCE:**

1. Possess a Bachelor's Degree in Health, Human Services, or related field from an accredited College or University.
2. Must have at least five (5) years of experience in case management.
3. Have the ability to interpret and follow program guidelines relating to the Native Connections Project and related programs.
4. Knowledge of children's mental health and related service systems.
5. Knowledge and familiarity with substance use prevention outreach, awareness, programs, and interventions.
6. Demonstrated ability to foster collaborative relationships. Ability to establish and maintain a positive working relationship with others.
7. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
8. Be computer literate and able to operate software for letter processing and spreadsheets.
9. Must have the ability to organize and maintain clear and concise records.
10. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TRIBAL ADMINISTRATOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HUMAN RESOURCES DEPARTMENT**

\_\_\_\_\_  
**DATE**

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*