



# VACANCY ANNOUNCEMENT

## Case Manager – B.E.A.R. Program

<b>OPENING DATE:</b>	05/22/2023	<b>CLOSING DATE:</b>	06/05/2023
<b>SUPERVISOR:</b>	BEAR Project Director	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	COVID Command Center - 301 W Broadway Street, Anadarko OK 73005	<b>STATUS:</b>	Regular Full-Time

### JOB SUMMARY

The Case Manager is responsible for enhancing the quality of patient management, maximizing satisfaction, and promoting cost-effectiveness. Must be accountable for the full patient care cycle as well as assess, plan, implement, monitor, and evaluate actions required to meet the client’s health and human service needs.

### DUTIES AND RESPONSIBILITIES

- Conducts and assists clients with intake applications, assesses needs and follows treatment plans including transportation to and from treatment.
- Utilizes the OPUS Electronic Health Record System for client case management for B.E.A.R. clients.
- Searches for treatment locations and develop relationships with organizations for referrals to treatment facilities and services required for the clients.
- Completes the GPRA intake interviews at intake, six months, and discharges and reports data in SPARs.
- Attends and completes all required training as required by program and grant objectives.
- Offers all available services and tracks services in case records.
- Performs all other duties as assigned by the Program Director.

### EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Bachelor’s Degree in Human Relations, Behavioral Health, and Management or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a case manager or in a position of equal level or responsibility.
- **Minimum:** Possess an Associate’s Degree in Human Relations, Behavioral Health, and Management, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility.

### REQUIREMENTS

Must possess a valid Oklahoma Driver’s License.  
This position requires a successful background check and drug screening.

### APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

### EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

### **BENEFITS**

No cost self-only health, vision and dental insurance.  
SIMPLE IRA, 3% Tribal matching contribution.  
Vacation and sick leave.  
Paid holiday leave.