

# Five Sandoval Indian Pueblos, Inc.

## Position Classification Description



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<b>POSITION TITLE:</b>	Case Manager
<b>CLASSIFICATION:</b>	Exempt
<b>DEPARTMENT:</b>	Behavioral Health Services
<b>SUPERVISOR:</b>	Behavioral Health Services Director
<b>GRADE:</b>	E2

### **Position Summary:**

Responsible for developing and implementing individualized case management plans based on comprehensive clinical assessments for each client admitted to the program. Ensures ongoing case management services, evaluates quarterly treatment reviews, oversees plan revisions through a structured review process, and provides consistent case consultation to support quality care.

*This list of duties and responsibilities is illustrative of the tasks performed and is not all-inclusive.*

### **Essential Duties and Responsibilities:**

- Ensures a quality case management program by assisting in:
  - Providing transportation to client appointments as outlined in the Client Treatment Plan.
  - Advocating for clients with community service providers and other relevant entities.
  - Collecting and reporting client outcome data.
  - Conducting ongoing case management reviews during Clinical Staff meetings.
  - Coordinating client referrals and facilitating placements in residential treatment facilities.
- Strengthens intra-agency and inter-agency collaboration by:
  - Maintaining up-to-date files on referring agencies and referral sources.
  - Actively contributing to the interdisciplinary treatment team.
- Facilitates Substance Abuse Education and Mental Health Support groups as needed.
- Completes timely, accurate, and ethical billing and documentation of all client services.
- Participates in Community Health Fairs and Prevention Activities.
- Implements designated components of each client's treatment plan.

- Provides support in alcohol, tobacco, and other substance abuse prevention programs as time permits.
- Performs other related duties as assigned.

**Minimum Qualifications:**

- BA/BS degree in health or human services
- Three (3) years of experience in Behavioral Health programs; experience working with tribal communities or tribal Behavioral Health programs is preferred.
- Experience working with grant-funded programs or services is preferred.

**Requirements:**

- Must be drug- and alcohol-free for a minimum of two (2) years.
- Valid New Mexico Driver's License.
- Reliable personal transportation with current auto insurance.

**Work Environment:**

Work is generally performed in an office, clinical, or community environment with moderate noise levels. Travel to Tribal communities is required.