

**Anav Tribal Health Clinic
Quartz Valley Indian Reservation**

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 468-4478

DSS CASE MANAGER JOB DESCRIPTION

TITLE: DSS Case Manager
REPORTS TO: Behavioral Health Director
LOCATION: Anav Tribal Health Clinic
SALARY: DOE

SUMMARY: The DSS Case Manager assists eligible Native American residents within the ATHC service area who are applying for or participating in the California Work Opportunity and Responsibility to Kids (CalWORKs) or the Tribal Temporary Assistance for Needy Families (Tribal TANF) programs in removing barriers to employment. The support services include the direct provision of or referral to culturally relevant mental health, substance abuse, domestic violence, and other services as they pertain to the clients' Welfare-to-Work (WTS) plans. This position is responsible for administrative management of the MOU between the ATHC and the CA Department of Social Services (DSS), including budgetary and programmatic reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direct services to all clients, including: intake assessment, benefit assessment, goal setting, weekly case plan development, long-term plan development, progress monitoring and promote culturally appropriate behavioral health prevention and treatment for Native Americans.
- Service must be delivered in a culturally appropriate fashion. Psychotherapy will be provided in a fashion consistent with State of California laws and regulations, professional standards of care, agency guidelines, and professional ethical guidelines.
- Analyze financial and eligibility information to determine initial or continuing eligibility for multiple aid programs. Initiate a total-household assistance case.
- Explain regulations, rules, and policies to clients and apprising them of their rights, responsibilities, and eligibility for participation.
- Assess clients' needs for services and helping find resources through state, local, federal and tribal resources.

- Coordinate service delivery systems (e.g., transportation, housing, medical, etc.) for the benefit of the client. Act as an advocate for clients in interactions with other service entities.
- Problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.
- Maintains productivity and caseload as assigned by contractual obligations.
- Conducts psychosocial and DSM-V diagnostic assessments.
- Develops treatment plans and provides child, adult, senior adult, individual, therapy in an outpatient clinic setting.
- Provides some crisis intervention services when needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS:

- California Licensure as Licensed Clinical Social Worker or Licensed Marriage and Family Therapist.
- Alcohol and Drug Certification a plus.
- Good documentation skills. Excellent written and verbal communication skills, ability to establish rapport.
- Ability to motivate others towards achieving goals.
- Must follow the code of ethics associated with respective certifications and licenses.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
- Demonstrated skills in crisis intervention, providing counseling to clients, and providing training in self-help skills, typically gained by working at least three years in a social services environment.
- Experience working within the American Indian/Alaska Native community preferred.
- Establish and maintain effective working relationships with the community, Tribal Leadership, Tribal departments, ATHC staff, and outside resources with firmness, tact, and impartiality.
- Experience with Electronic Health Records.

WORKING CONDITIONS:

Prolong periods of sitting. Walking and standing.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the ATHC reserves the rights to modify, add or remove duties and assign other duties as necessary.

TO APPLY: Respond to this posting with your cover letter, resume, and salary requirements or fax to 530-468-4478. An application is available on or web site at www.qvir.com. You may also contact the Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032 or call: 530-468-4470, also by email at: charlene.henry@qvir-nsn.gov

INDIAN PREFERENCE: In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701 (b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.