

HOULTON BAND OF MALISEET INDIANS

Job Description

Approved by Tribal Council: 06/14/2022

Behavioral Health Case Manager (BHCM)

STATUS: Full-Time Temporary (2 Positions)

SUPERVISED BY: Behavioral Health Program Supervisor

SALARY RANGE: \$22.60 – 25.00

ROLE: To provide case management, community outreach, prevention and harm reduction services for mental health and substance use services for Maliseet community members. The BHCM will serve as a member of a team to provide improved care coordination and access to services that address both mental and physical health, as a whole person approach to wellness. This person will function as part of an interdisciplinary team and will be responsible for managing a caseload.

POSITION RESPONSIBILITIES:

- Identify, assess, and coordinate client cases; and anticipate their needs related to medical, mental health, substance use, finances, education, and home/community service. Serves as a liaison between medical and behavioral health providers and community agencies. Entering case notes and other documentation into EHR.
- Perform case management functions such as gathering medical documentation, getting releases of information signed by service members, and seeking out resources and referrals
- Co-facilitate skill building groups for youth and adults
- Preparing, developing, evaluating individualized treatment plans
- Be compliant with maintaining all Health Information Portability and Accountability Act (HIPPA) standards.

MINIMUM QUALIFICATIONS:

- The position requires a clean federal background check, fingerprints, DHHS background check and urine drug screen.
- Must be eligible to be licensed or eligible to hold MHRT/C certification
- Bachelor's Degree in Social Work or related field
- Excellent verbal, written, and interpersonal skills
- Must be able to work efficiently as part of a treatment team
- Requires good problem-solving, organization, and time management skills
- Valid Maine Driver license.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	N	Sitting	F	<i>N (Not Applicable)</i>
Carrying	N	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	N	<u>Push/Pull</u>		
Reaching	N	50 lbs. or less	N	

Applications are available for download at our website: maliseets.net, at the front desk of the Administration Building, or one can be mailed or emailed to you. For more information or an application please either call the Administration Office at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail, the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on July 7th.

TO APPLY: Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road Littleton, Maine 04730

Hr@maliseets.com or fax to 207-532-2660

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.