



# Elbowoods Memorial Health Center

*Chief Executive Officer*

1058 College Drive  
New Town, ND 58763-4400

Fax(701) 627: (701) 627-47-280950

**OPEN: 0/00/00      CLOSE: OPEN**

EXEMPT \_\_  
NON-EXEMPT \_\_

## POSITION DESCRIPTION

**POSITION:** MAT Program Case Manager  
**RESPONSIBLE TO:** MAT Project Director  
**SALARY:** Starting salary will be determined by grant funding, experience, and training level.  
**CLASSIFICATION:** Regular, Part-time (32 Hours/Week)  
**LOCATION:** Elbowoods Memorial Health Center  
1058 College Drive  
New Town, ND 58763-0400

### POSITION SUMMARY:

MAT Program Case Manager will be responsible for case managing all patients identified through this project and will continue to case manage all MAT program patients entirely. Case Manager will spend 100% effort assisting Project Director and Licensed Addictions Counselor and case manage individuals identified through this project.

Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Center.

#### a) **Job Summary (position includes, but is not limited to the following):**

- i) Introduces self to patient and family and explains clinical case manager role and process for patient and family to contact clinical case manager.
- ii) Act as patient advocate: investigates and reports adverse occurrences, and performs staff education related to resources utilization, discharge planning and psychosocial aspects of healthcare delivery.
- iii) Complete expanded assessment of patients and family needs at time of admission. Complete biopsychosocial assessments, if needed. Assess Patients progress through expected Elbowoods Memorial Health Center and/or through behavioral health policies and requirements. iv) Coordinates the provision of social services to patients, families, and significant others to enable them to deal with the impact of illness on individual family functioning and to achieve maximum benefits from healthcare services.

- v) Coordinate the integration of social services/case management functions into the patient care, discharge, and home planning processes with other Elbowoods Memorial Health Center departments, external services organizations, agencies and healthcare facilities.
- vi) Promote effective and efficient utilization of clinical & **outside** resources.
- vii) Conducts review for appropriate utilization of services from admission through discharge. Evaluate patient satisfaction and quality of care provided.
- viii) Direct and participate in the development and implementation of patient care policies and protocols in order to provide advice and guidance in handling special cases or patient needs

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Bachelor's Degree in Social Work, Psychology, Counseling or related fields from an accredited College or University, **and/or** work-related experience 1+ years within the dept. *Must submit copy of degree or transcripts with application.* Computer knowledge and proficiency, **REQUIRED.**
- Possession of a current and/or ability to obtain, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

### **PHYSICAL DEMANDS/WORK ENVIROMENT**

The work requires regular and recurrent standing to perform tests, walking between the different sections of the clinic, and reaching and bending to obtain supplies and operate instruments. Occasionally lifts 30/40 pounds.

## **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes Health Care Center; *Application for employment* with all requirements and supporting documentation to:

**Elbowoods Memorial Health Center  
ATTN: Chief Executive Officer  
1058 College Drive  
New Town, ND 58763-0400**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.