



Elbowoods Memorial Health Care Centers

Chief Executive Officer
1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

OPEN: 0/00/00
CLOSE: OPEN

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Case Manager
RESPONSIBLE TO: Behavioral Health Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Case Manager for the Behavioral Health program at the Elbowoods Memorial Health Center systems.
 - 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 psychosocial 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 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.
 - ix) Responsible for managing developing, implementing and evaluating public health oriented strategies to meet tribal, federal and state strategic plans and objectives to provide culturally and professionally competent mental/behavioral/psychiatric health care.
 - x) Participate in state, regional and national evaluations of trends in behavioral health, and makes appropriate recommendations and develops solutions to address needs, and assures effective communications with other tribal programs.
 - xi) Conduct concurrent medical record review using specific indicators and criteria as approved by medical staff, JCAHO, ACA, HHS, SAMHSA, AMHCA, and CCMHC, and other state agencies.
 - xii) Performs other duties as required.
- 2) Represents EMHC in a highly professional manner.
 - 3) Establishes positive communications with all departments of EMHC to assure stable operations.
 - 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
 - 5) Maintain required reporting as assigned.
 - 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
 - 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
 - 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

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.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Bachelor Degree in Social Work, Psychology or Counseling, from an accredited College or University, **REQUIRED**; **and/or** work related experience 3+ years within the dept. *Must submit copy of degree or transcripts with application.*
- Computer knowledge and proficiency, **REQUIRED.**

- Possession of a current, 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.*

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.