



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

www.ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT ADDICTION MEDICINE CASE MANAGER

ANNOUNCEMENT DATE: August 1, 2024

POSITION TITLE: Addiction Medicine Case Manager

POSITION TYPE: Full Time/Permanent

Depending on Funding

CLOSING DATE: When Filled

POSITION BEGINS: When Filled

SALARY: DOE

POSITION SUMMARY:

The Addiction Medicine Case Manager will assist with completing intake information, grant data collection and management, patient education, outreach, community education, finding local resources, and follow-up for individuals and families impacted by a variety of addictions/substance abuse and mental health issues. The position is responsible for providing access to medications for addiction treatment and other services to individuals within the Ninilchik Traditional Council (NTC) service area.

The case manager will be trained on the GPRA (Government Performance and Results Act) data collection tool and submit this information at the designated data collection points. GPRA interviews may take place either in person or via phone/telehealth.

The case manager will be proficient in chart management. They will be responsible for preparing and maintaining confidential, accurate, organized, and up-to-date case files for each assigned client, and meeting documentation deadlines set by the supervisor. They will ensure compliance with documentation requirements for various activities such as direct contact, treatment plans, treatment procedures, and discharge summaries, as well as in the preparation of necessary reports. The case manager will also assist with intake documentation, including consent for treatment, consent to release information, initial assessment, and maintain this information in the patient's medical chart. Additionally, the case manager will learn to document in both the behavioral health and the medical Electronic Health Record (EHR).

The case manager should excel in client management, effectively guiding clients through the clinic's policies and procedures. They must be able to clearly communicate to patients about the clinic's medication prescriptions, appointment handling, service hours, client rights and grievance procedure, associated costs, and the protocol for missed appointments. Additionally, the case manager will collaborate with clients to overcome any obstacles they face by establishing short and long-term goals and helping them identify resources to utilize.

JOB DUTIES:

1. Referral: Active assistance for such persons to locate appropriate programs that are available and correspond to such assistance both needed and desired by the client. Including-
 - Having up-to-date applications for such, including utilizing the internet and other available technology for research and information.
 - Assist clients in filling out such applications and sending them to appropriate places with information releases.

- Act as primary contact for patients being referred to addiction medicine services.
 - Advocating and coordinating with all known resources for client's needs.
 - Maintaining professional and appropriate contacts with such resources, including management of formal Memorandums of Agreement with treatment organizations and releases of information with clients.
 - Appropriately maintaining confidential client case files including documentation of all case management activities, copies of all client forms, client eligibility determination and client log of contacts; in either the BH or the Medical EHR.
 - Coordinating and facilitating resources in conjunction with established community resources already in place, including Alcoholics Anonymous, Narcotics Anonymous, and other appropriate groups.
2. Attend Trainings
3. General:
- Data, record and reports- Per policy and procedure the employee will maintain records of required program data, complete reports and submit such data and reports in a timely manner. The employee will ensure that confidential material/records/correspondence is kept secure, and that individual patient/client confidentiality is maintained according with 42 CFR Part 2 and Health Insurance Portability and Accountability Act (HIPAA) requirements.
 - Identify and respond to crises that may negatively impact treatment and, where possible, use the negative events to enhance treatment efforts.
 - Maintain positive relationships with co-workers, clients, other providers and local stakeholders.
 - Work with clients to develop individualized case management plans.
 - Ensure that all case management plans address identified needs and are up to date.
 - Continually monitor and evaluate each client's progression through their case management plan and develop corrective action revisions to the plan as needed.
 - Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County, and NTC guidelines.
 - Assist clients in obtaining necessary resources to achieve case management goals.
 - Actively participate in client- and program- related meetings and trainings.
 - Attend program-related community, coalition and committee meetings as assigned.
 - Adhere to strict boundaries and professional ethics in the care of others.
 - Other duties as assigned by the NTC Tribal Health Director, NTC Executive Director or his/her designee.

This position will follow the NTC/Ninilchik Community Clinic's HIPAA policies and procedures. Any breach of confidentiality will result in termination. The case manager is accountable to the NTC Tribal Health Director for duties and responsibilities

STATEMENT OF QUALIFICATIONS:

- Must be comfortable working with and engaging with people who are actively using substances
- Willingness to learn about harm reduction strategies and be comfortable providing education to patients about harm reduction strategies
- Prior experience as a Case Manager, Behavioral Health Aide or Peer Recovery Support Services Specialist preferred.
- History of working with the Substance Use population preferred.
- Must possess a valid Driver's License and have reliable transportation.
- High School Graduate- Some College- Bachelor's Degree Preferred.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills.

- Must possess excellent verbal and written communication skills.
- Must be able to travel (in state and out of state) regularly to attend meetings
- Familiarity with regulations governing the disclosure of client information and storage of client records required.
- Must be able to work effectively and efficiently without direct supervision.
- Must be a self-starter with strong work ethic.
- Must have the ability to effectively work with agency employees, outside contacts, and a diverse client population.

Must be willing to work at NTC clinic in Homer, Anchor Point and Ninilchik office locations (**this position is mobile**).

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies and Procedures. The NTC is an alcohol and drug free workplace. Employment is subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov. Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting