



American Indian Family Center Job Description

Where American Indian Families Thrive!

Healing Generations Case Manager (Children & Youth Focus)

Application Deadline: May 15, 2019

Full-Time, Monday through Friday 8:30am – 5pm, Some Evening and Weekend Hours
\$36,000-\$45,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Healing Generations Case Manager

Position Description: The American Indian Family Center is expanding our behavioral health services by adding a full-time Healing Generations Case Manager to work with Children and Youth to the Behavioral Health Services team! The purpose of this position is to minimize barriers and provide personalized services for American Indian community members by providing them with a trusted individual who can advocate for their rights and responsibilities by coordinating services using a strength-based and family friendly approach, resulting in higher success of achieving individualized identified goals.

Major Areas of Responsibility: The Healing Generations Case Manager will serve community members who are suffering from co-occurring disorders, chronic mental illness and/or emotional disturbances with culturally specific, ongoing intensive case management support including assessments, planning, linkage, advocacy and monitoring services.

Specific Job Tasks:

- Provide Children's Mental Health Targeted Case Management (CMH-TCM) to the American Indian community.
- Assess the needs of community members and their families served, develop and implement a goal-oriented service plan to stabilize them within the community environment.
- Link to needed services and monitor those services while advocating for needs of the community members served.
- Conduct regular and ongoing visits with community members served (twice monthly at a minimum) and provide in-home crisis intervention when needed.
- Complete accurate documentation, reports, service plans and activity reports in a timely manner as is outlined in the case management general procedures and by their due dates.
- Serves as coordinator for all delivered services to community members on case load and regularly communicates and monitors service delivery to assess progress on outcome goals and need for change.
- Develop and maintain regularly updated Individualized Family and Community Support Plan (IFCSP) to ensure accurate goals and treatment plans are being identified and progressing.
- Assist in formulating and arranging appropriate discharge services/treatment, residential educational, medical, legal, and social services for client in the caseload.

- Attend weekly supervision with the Clinical Director—with all case notes and required information current and completed in full.
- Attend regular AIFC staff meetings, Family Support Team Meetings, in-service trainings, continuing education and professional development trainings and other meetings as required.

Required Knowledge, Skills and Abilities:

- Proven ability to work with American Indian families.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication.
- Valid driver's license, insurance and reliable vehicle required.
- Ability to work flexible hours as needed.
- Ability to appropriately handle confidential information.
- Awareness of the social, economic and cultural factors that affect families.
- Ability to travel in order to meet with client at convenient locations, home, school, or other establishments.

Note: Approximately 50% of the Healing Generations Case Manager's assessment, coordination, and monitoring of services will be conducted in the community and requires driving to the client's homes, or schools, and to other agencies in the Saint Paul and Twin Cities surrounding area.

- Ability to interact professionally with agency personnel, community providers, Attorneys, Judges, School Personnel, and Mental Health Professionals, etc.
- Must submit to Criminal Background Check.

Education and Experience:

- Bachelor's degree in human services, social work, sociology, psychology and/or related field.
- Three years minimal professional experience delivering behavioral and/or chemical health direct support services.
- Professional training in behavioral health, chemical health and/or related fields is preferred.
- Experience or desire to work with Children and Youth preferred.
- Case Management experience and knowledge of service delivery techniques is preferred.
- Previous work experience with American Indian community organizations preferred.
- Knowledge of the Saint Paul area, American Indian community service organizations and local resources preferred.
- Experience with Microsoft Office and Procentive EHR Database is preferred.

Physical Demands and Environment:

Very light lifting (less than 15 pounds) may be required occasionally. AIFC is a low noise (under 30dB) facility that has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Jessica Gourneau, AIFC Clinical Director at Jessica_Gourneau@aifc.net by May 15, 2019 @ 5pm. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!