



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Case Manager, Youth Mental Health		
PROGRAM:	United Indians Youth Home	FLSA STATUS:	Non Exempt
LOCATION:	Labateyah	WORK SCHEDULE:	Part-time
REPORTS TO:	Youth Home Director	PAY RANGE:	DOE

MISSION STATEMENT

We provide educational, cultural, and social services that reconnect Indigenous people in the Puget Sound region to their heritage by strengthening their sense of belonging and significance as Native people.

Improving outcomes for all of our clients requires significant community support and involvement. Our staff works hard to develop and maintain partnerships with parents, families, and children. We work cooperatively with additional agencies, such as the Seattle Indian Health Board and the Cowlitz Tribal Mental Health Program. At the center of our work is a strong belief for all our clients to be given the support to achieve success and lead happy and healthy lives.

JOB PURPOSE: The Labateyah Youth Home Youth Mental Health Case Manager is responsible for managing an assigned caseload of clients with challenges/barriers to accessing appropriate mental health services. This position will assess client needs, develop, implement and review case service plans and work with community resources to meet/achieve client service needs.

ESSENTIAL RESPONSIBILITIES:

- ❖ Participates as directed in the screening of new service requests within the clinic by means of an agency approved procedure which ensures that all individuals are adequately and appropriately served according to their individual needs and in accordance with existing policy and procedures.
- ❖ Conducts on-going outreach to existing and new community partners.
- ❖ Participates in regular interdisciplinary staff meetings held at position location.
- ❖ Completes case management assessment on all clients entering caseload.
- ❖ Develops appropriate treatment/service plans with clients as the means for implementing appropriate services and developing effective alliances with clients.
- ❖ Provides on-going supportive and/or case management functions in accordance with the problems, needs, and the strategies identified within the service plan in order to help the clients to achieve the stated goals and objectives.
- ❖ Provides face to face reviews with the client and/or relevant staff on a regular basis the progress made in reaching service goals so that the service plan can be modified as necessary to ensure that the goals and objectives are being achieved. The frequency reviews will be determined by relevant requirements.

- ❖ Documents all service contacts on a timely basis including face-to-face interviews, collateral and networking contacts, correspondence and maintains the case records in accordance with agency and regulatory standards and requirements.
- ❖ Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case management services, and dealing with appropriate administrative issues.
- ❖ Maintains service logs and turns them in on a weekly basis so that staff and client service information can be reviewed by supervisors and management personnel and can be reported to local and state funding sources to determine if performance contract levels of service have been achieved and/or maintained.
- ❖ Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.
- ❖ Represent the organization to the public, key stakeholders and business partners.
- ❖ Develop presentations for meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the nature of serious mental illness and related treatment modalities, interventions and techniques; of different types of assessments and their uses in treatment planning; of consumers' rights; of local community resources and service delivery systems such as housing, social, welfare, educational, etc. ; of client record documentation requirements; and of client services plan development and implementation.

Knowledge of and/or past collaboration with the Native American Urban and Tribal communities.

Demonstrated ability to interview and assess clients, using appropriate assessment tools, and observe, record and report on an individual's functioning; to read and understand assessments, evaluations, observation, and use in developing treatment plan; to identify community resources and services for clients and coordinate provision of services; to establish effective working relationships with internal agency staff as well as with relevant community organizations; interact positively with consumers and their families, work as a team member, communicate effectively, verbally and in writing, to maintain confidentiality and to work independently under general supervision.

QUALIFICATIONS:

- Must possess a combination of mental health work experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties. MSW or Bachelor degree in relevant human services field plus at least one year experience.
- Successful candidate will have superior knowledge and understanding of adolescent behavior, as well as knowledge regarding chemical dependency, mental health, juvenile justice and other significant youth issues and needs.
- Cultural competency requires strong knowledge and understanding of Urban Indian communities, Washington State tribal history and politics and Native American/Alaska Native culture.
- Other duties, as assigned.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

<p>JOB POSTING DATE: Internal Job CLOSING DATE:</p>	<p>APPLICATION PROCEDURE Submit cover letter and resume to: Email: jobs@unitedindians.org</p>
<p>Compensation: DOE Plus excellent benefit package provided</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Chrissy Harris Or www.unitedindians.org: Get involved/jobs/completed application</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org, United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>