JOB DESCRIPTION

SENSITIVE

Job Title:	**Care Specialist Systems of Care**
Dept./Division:	**Health/Sewa Uusim**
Unit:	**Sewa Uusim**
Job Family/Class:	**Behavioral Health – Technician Series**
Supervised By:	**Wraparound Supervisor**
Employee Type:	**Hourly**
Pay Grade:	**15/18**

NATURE OF WORK:

The Care Specialist will be assigned to a specialty focus area such as Early Childhood Mental Health, Trauma, Teen Pregnancy, Transitional Youth and Substance Abuse. The Care Specialist will serves as a Case Manager and Wraparound facilitator for families that are receiving Sewa Uusim services. The incumbent will provide case management for Yoeme youth and their families. Duties include: conduct intakes and assessment; treatment and care planning; the creation and implementation of a comprehensive model, which explores the strengths and needs of the child/family and utilizes natural supports and tribal services to build a child-focused, family-driven plan to help the child to achieve balance and wellness in their life.

ESSENTIAL FUNCTIONS:

- Perform intake and act as the first contact in the wraparound team to develop a comprehensive initial and clinical assessments on zero to 22 year-old clients; assists with diagnosis and makes recommendations for treatment and care plan.
- Assist in performing case management activities, such as assess patient eligibility for programs, consult with other wraparound team members to coordinate care for patients and participate in staff meetings to determine best treatment for patients.
- Transport clients to and from program and therapeutic educational events.
- Implement training and workshops in life skills, this includes, but is not limited to: Casey Ansell Life Skills Assessment and Training and White Bison Programs.
- Compile report data needed for programs and write reports for court ordered therapy, treatment progress or other staff members.
- Document youth and wraparound progression specifically member records, service delivery forms, and evaluation forms as necessary.
- Work a flexible schedule to include evenings and weekends to accommodate the needs of youth and family, this can include community events and training.
- Attend training in order to maintain current BHT Certification.
- Perform other duties of a similar nature or level.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Applicable theories and principles related to youth and family behavioral health treatment, using a wraparound service model;
- Applicable federal, state, and local laws, rules, and regulations;
- Behavioral Health policies and procedures;
- Report writing methods;
- English language, grammar, and punctuation;
- Outreach strategies;
- Community and tribal resources;
- Behavioral Health Life Skills training models;
- HIPAA and confidentiality requirements in a Behavioral Health setting;
- Yaqui culture, customs, resources and traditions and a willingness to learn.

Skills in & Ability to:

- Effective listening;
- Clear and effective written and verbal communication;
- Motivate others by providing positive encouragement;
- Group planning and facilitation;
- Provide support to families in the program;
- Learn a wraparound service philosophy;
- Work on a multi-disciplinary team of providers at all levels of training and experience;
- Coordinate and manage a family support program with other service providers;
- Interpret and apply applicable laws, rules, and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Respond to and resolve conflict;
- Compile and report data;
- Use computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE:

Grade 15

Associate's Degree in Social Work, Psychology or a related field and two (2) years of Social Work, Case Management or Behavioral Health experience with young/child population; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Grade 18

Meet State of Arizona requirements as a Behavioral Health Technician (BHT) with an Associate's Degree in Social Work, Psychology plus two (2) years of Social Work, Case Management or Behavioral Health experience.

AND

- Bilingual English/Spanish preferred;
- Relaxation and Wellness Intervention is preferred;
- Life Skill training experience is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License;
- CPR and First Aide certifications within three (3) months of hire.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test.
- Funding and sensitivity of position will determine fingerprinting requirement.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee	11/04/15 Date
H.R. Manager/Classification & Compensation	11/5/15 Date
Human Resources Director	11/5/15 Date