



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** MSPI Case Manager  
**Dept./Division:** Health/Behavioral Health  
**Unit:** CSP - Guadalupe  
**Job Family/Class:** Case Manager Series  
**Supervised By:** Deputy Associate Director CSP - Guadalupe  
**Employee Type:** Salary  
**Pay Grade:** F

### **NATURE OF WORK:**

The incumbent will identify and address methamphetamine use among Pascua Yaqui Tribal Members through the development and implementation of culturally appropriate and community relevant prevention, treatment and aftercare strategies. The MSPI Case Manager provides the community with education on identification, prevention and effects of suicide and methamphetamine use on the members of the Tribal community.

### **ESSENTIAL FUNCTIONS:**

- Perform a variety of case management duties, including interview clients and family members to determine if referral services are needed, establish and maintain case files, conduct home visits, and follow-up on services being provided for the clients.
- Expand available behavioral health care treatment services to the community.
- Provide individual, family and community services that promote the wellness of Pascua Yaqui individuals and families with emphasizes in education on preventing the use and spread of methamphetamine.
- Educate and train providers in the care of methamphetamine and other substance use disorders.
- Assist local providers by improving health organizational practices to improve treatment services for individuals seeking treatment for methamphetamine and other substance use disorders that contribute to suicide.
- Assist management with the development and implementation of trauma informed care series, policies and programs.
- Implement assessment tools and procedures, including but not limited to data base input, survey tools, oral interviews and reporting documents.
- Act as a resource to promote youth life skills and help the youth and family members address life issues that may result of methamphetamine abuse by a family member.
- Provide information to clients regarding client rights and ensure client rights are protected.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Crisis intervention;
- Interviewing and collecting pertinent information for social, educational, and environmental assessment;

- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Outreach strategies;
- Community and tribal resources;
- Applicable theories and principles related to youth and family behavioral health;
- Behavioral Health policies and procedures;
- Behavioral Health Life Skills Training Models;
- HIPAA and confidentiality requirements in a Behavioral Health setting;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Able to identify, develop and implement of a culturally appropriate and community relevant prevention, treatment and aftercare strategies for Methamphetamine usage;
- Manage and execute multiple tasks;
- Exercise judgment and discretion;
- Prioritize and assign work;
- Maintain files and records;
- Work independently and within teams;
- Develop and prepare a variety of correspondence, reports, articles, documents and forms;
- Community organizing;
- Motivate others by providing positive encouragement;
- Group planning and facilitation;
- Public speaking and presentation development;
- Work on a multi-disciplinary team of providers at all levels of training and experience within and outside of the community;
- Active listening;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Bachelor's Degree in Social Work or related field, two (2) years experience in working with substance abuse programs.

**AND**

- Experience working with Native American populations preferred, but not required;
- Experience in presenting educational workshops preferred, but not required;
- Bilingual in English/Spanish preferred.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card. 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; fingerprinting requirement determined by funding and sensitivity of position.

*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, standing, walking, lifting, climbing, and balancing.

**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 position will require the incumbent to work non-traditional hours, nights and weekends.**

*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:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date