

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Behavioral Health Case Manager (Level 1,2,3)  
1 or more positions

**LOCATION:** Tribal Health Department – Various locations

**SALARY:** Salary per hour, plus benefits  
Level 1: \$19.29 – \$22.17  
Level 2: \$24.46 – \$28.11  
Level 3: \$25.73 – 29.57

**CLOSING DATE:** Thursday, June 20, 2024 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

- The Behavioral Health Case Manager (BHCM) is responsible for providing comprehensive case management services to clients within a behavioral health clinic setting. This role involves collaborating with Behavioral Health (BH) patients, healthcare providers, and other stakeholders to ensure the delivery of high-quality, coordinated care. The BCHM will identify evidence-based and best practices to assess patient needs, develop individualized care plans, coordinate services, and monitor progress towards goals. Additionally, they serve as an advocate for patients, linking them to community resources and providing support throughout their treatment journey.
- Patient Assessment: Conduct thorough assessment to identify patient needs, strengths, and goals. Utilization of collateral information to inform assessment when necessary.
- Care Planning: Development of individualized care plans in collaboration with patients, families when appropriate, and treatment team members.
- Coordination of Services: Facilitate access to appropriate services including medical, behavioral health, housing, insurance (including Medicaid/Medicare, Healthy Montana Kids), social support, and transportation (may include direct transport). Other resource coordination and referral as needed to ensure safety, support, and overall wellbeing via addressing social determinants of health.
- Monitoring and Evaluation: Regular review of patient progress, care plan adjustments, and complete documentation of all interactions and interventions.
- Advocacy: Serve as the patient's advocate, ensuring their rights and preferences are respected and ensure access to necessary resources and services.
- Crisis Intervention: Provide crisis intervention support and coordination to patients experiencing acute behavioral health crises.
- Collaboration: Working in collaboration with internal Tribal Health teams, other CSKT departments, and external community resources and stakeholders, including clinicians,

social workers, care managers, community agencies, families, etc., to ensure coordinated care.

- Education and support: Provide information and psychoeducation to patients, families, and community on behavioral health concerns, treatment options, and coping strategies.
- Community Engagement: Involvement in community outreach efforts, events, and presentations. Assistance in the planning, coordination and execution of BH or community events. This may include securing activity space and supplies, seeking necessary permissions and approvals, preparation of contracts or MOU/MOAs for required work.
- Documentation: Maintain accurate, up-to-date (per Tribal Health policy) records and documentation, ensuring compliance with all relevant policy, regulations, and standards.
- Other duties as assigned.
- **Request copy of full position description for a detailed description of job duties.**

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

- Valid and unrestricted driver's license AND
- Level One: High school diploma or equivalent (GED, HiSET) and two years' experience providing customer service or support, case management, or advocacy in a medical, behavioral health, or community health setting.
- Level Two: Associate's degree and one years' experience providing customer service or support, case management, or advocacy in a medical, behavioral health, or community health setting.
- Level Three: Bachelor's degree (Social Work, Psychology, Public Health, preferred but not required) and one years' experience providing customer service or support, case management, or advocacy in a medical, behavioral health, or community health setting.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cskt.org](mailto:personnel@cskt.org)

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Desiree Fox at THD (406) 675-2700, ext. 5057**