



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Case Manager
SALARY: \$18.23 - \$21.65, DOE
REPORTS TO: Case Manager Sr.
LOCATION: Area Agency on Aging, Nespelem, Washington with outreach to satellite offices

BASIC FUNCTIONS: This is a **Non Exempt** position. The Incumbent in this position is responsible for coordinate, assess, and implement the Home and Community Service (HCS) Program. This includes ensuring care and eligibility requirements are met for all Title XIX clients within the boundaries of the Colville Tribes Reservation. This position strives to deliver this vision: Seniors and people with disabilities living in good health, independence, dignity and control over the decisions that affect their lives. This position strives to provide support to a population that is high-risk, frail, vulnerable and older who are medically and financially dependent for services.

MINIMUM QUALIFICATIONS:

Education and Training:

- Requires an AA degree from an accredited college **AND** twenty-four (24) months of work related experience in the healthcare field. A Bachelor's degree is **preferred** and may substitute for some experience.
- Requires a valid driver's license and be eligible for the Tribes' vehicle insurance.

Knowledge, Skills, and Abilities:

- Requires knowledge of the responsibilities and resource of federal, state and local agencies responsible for administering aging services.
- Requires knowledge of Long Term Care process and knowledge and ability to conduct health assessments using motivational interviewing techniques and skills.
- Requires knowledge of issues related to aging and disability.
- Requires knowledge of and sensitivity to American Indian lifestyles and culture.
- Requires knowledge of and familiarity with Case Management recording keeping and documentation.
- Requires skills in motivational interviewing techniques, objective analysis, problem-solving, organization, information gathering, time management, and documentation activities.
- Requires the ability to make critical decisions, based on integration of information from multiple sources that may be discrepant, in high-stress situations.
- Requires the ability to identify problems, develop and implement solutions.
- Requires the ability to pass a criminal background check and maintain that clearance throughout employment.
- Requires the ability to maintain effective working relationships with the public, coworkers, and various Tribal, State, and Federal Program.
- Requires the ability to write and speak clearly, concisely and accurately to write and prepare reports, case summaries and correspondence.
- Requires the ability to work under stressful situations to handle conflicts, complaints, and other problems in a professional and courteous manner.
- Requires the ability to adhere to professional and ethical codes of conduct and agree to standards of healthy lifestyle which includes abstaining from alcohol and non-prescribed chemical throughout the duration of employment.
- Requires the ability to safeguard confidential information and develop ramifications for breaching confidentiality.
- Requires the ability to establish workload priorities to manage caseloads, work assignments and/or projects in an efficient, organized and timely manner, to meet demanding deadlines while maintaining professional demeanor.
- Requires the ability to work independently with good judgement and minimum of supervision.
- Requires the ability to lift, pull, and push objects of less than 50-lbs on an occasional basis.

NOTE: Pursuant to Tribal Policy, this position is subject reasonable suspicion and post-accident drug testing and has been identified as Safety Sensitive and will require pre-employment drug testing.

Skill Grade: 118 Step: 1-6 WC Code: 54

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, Please make sure your e-mail address is entered on your application.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **Friday, February 1, 2019.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2295
lawrence.harry.hrs@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.

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