Sisseton-Wahpeton Oyate

Job Description

Job Title: Case Manager

Reports to: Outpatient Counselor-Halfway House

Summary:

The Case Manager will be primarily working with women who are struggling with substance addiction. The Case Manager shall be supervised by the Outpatient Counselor/Halfway House Coordinator and shall be subject to the Sisseton Wahpeton Oyate policies and procedures.

The Case Manager will do:

- Addiction assessments
- Assist with medical applications
- Applications for Substance Abuse treatment centers.
- Coordinate transportation for clients to off reservation treatment centers
- May assist clients or client's family members in completing applications within the court system.

Job Qualifications:

- Minimum of a 2 year degree in a Human Services related course of study, with preference being in Counseling, Addiction Studies or Social Work.
- Bachelor's degree preferred.
- Must be able to manage a large case load of clients.
- Must be able to create good working relationships with professionals/referral sources.
- Must be able to treat all clients with a high level of respect and compassion.
- Must possess good communication skills verbal and written.
- Adequate understanding about addictions and various recovery methods, i.e. 12-step and Red Road concepts.
- Must complete a 90-day probationary period.

- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
- Valid South Dakota driver's license, valid tribal driver's license and appropriate auto liability insurance.
- Must have a home telephone number within 30 days of employment and maintain it.
- Able to set limits with clients, to prevent enabling their disease process.
- Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).

Approved _____ Date 10/22/24