

Sisseton-Wahpeton Oyate

Job Description

Job Title: Case Manager

Reports to: Lighthouse Program Director

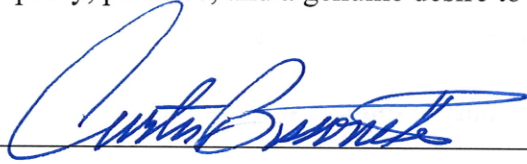
Duties and Responsibilities:

1. Conduct initial assessments and intake interviews with new clients to determine their needs and develop individualized care plans
2. Monitor and evaluate clients' progress, adjusting care plans as necessary
3. Provide ongoing support and counseling to residents to address their physical, emotional, and social needs
4. Coordinate with healthcare providers, social workers, and other professionals to ensure comprehensive care
5. Maintain accurate and up-to-date case files and documentation
6. Assist residents in accessing community resources such as education, employment, and recreational programs
7. Develop and facilitate life skills sessions for clients
8. Provide crisis intervention when necessary
9. Advocate for residents rights and needs within the community and service systems
10. Ensure compliance with all relevant regulations and organizational policies
11. Participate in team meetings, case conferences, and training sessions

Minimum Acceptable Qualifications:

1. B.A. degree in Human Services or related discipline or four (4) years' experience in working with children and families
2. Certification in case Management or Must have experience in working with casework and counseling methods
3. Must have at least four (4) years' experience in the delivery of family and children's social skills.

4. Any combination of (1-3)
5. Have a strong understanding of tribal, local, state, and federal regulations
6. Proficient in case management software, Microsoft office and google applications
7. Have excellent interpersonal & communication skills and the ability to work effectively in a team environment.
8. Must relate to Dakota lifestyle and community resources and services.
9. Must maintain a valid South Dakota and Tribal Driver's license.
10. Must have strong organizational and time management skills, ability to maintain confidentiality and professional boundaries, strong problem-solving skills and ability to make sound decisions under pressure.
11. Must live an alcohol and drug free lifestyle.
12. Ability to work flexible hours, including evenings and weekends as needed.
13. Have empathy, patience, and a genuine desire to help others.

Approved  Date 7/4/24