

**Human Resources Department
Pueblo of Santo Domingo**



JOB ANNOUNCEMENT

POSITION TITLE: Case Manager (CPSW)

SALARY RANGE: \$33,280 - \$47,840

DEPARTMENT: KFWC

POSITION STATUS: Full-Time, Exempt

SUPERVISOR: Clinical Supervisor

JOB POSTING ID: KFWC-9252020

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

Basic Purpose:

The Case Manager (CPSW Credentialed*) will engage in a wide range of activities including client intake & orientation, intensive case management, group facilitation, advocacy, motivational interviewing, linkage to appropriate resources, community and relationship building, skill building, mentoring, goal setting, and more to empower clients and promote optimal functioning within the community. The Case Manager, under supervision, are responsible for promoting a supportive-oriented system of care, providing support for staff and clients during crises, and serving as a mentor/role model demonstrating competency in recovery, effective coping skills, and self-help strategies.

**Per New Mexico State Certified Peer Support Worker Credentialing Standards, CPSW's must have had history of mental health illness and/or addiction and is currently experiencing full recovery. CPSW's must have no history of alcohol or other drug misuse for a period of two years before employment.*

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Engage clients in collaborative and caring relationships
- Coordinate services with various agencies, such as Tribal Court, BIA Law Enforcement, Santo Domingo Family Services, State and Local programs for comprehensive service delivery to support clients.
- Maintain timely service plans, case records, correspondence, and data collection
- Plan and develop groups, services, education, and recovery-oriented activities.
- Link clients to resources and services to support a life in recovery prioritizing health, home, purpose, and community

- Assess, support, intervene, manage, and stabilize crisis situations including the development and use of crisis plans using evidence-based methods.
- Able to identify risk factors for suicide, violence, and other risky behaviors in a supportive and respectful manner.
- Service and resources coordination to optimize client rehabilitation and functioning
- Provide transportation to activities that promote wellness and recovery
- Work as a team with clinical staff and community programs to maximize access to resources
- Develop and maintain up-to-date information about community resources and services
- Must attend 20 to 40 hours of annual training and
- Adhere to SAMHSA Core Competencies for Peer Workers in Behavioral Health Services
- Other duties as assigned by supervisor and behavioral health clinical team

Required Competencies:

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo

Domingo Pueblo policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.

- **TEAMWORK**

All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

Minimum Qualifications:

- High school diploma and **MUST** hold a Certified Peer Support Worker (CPSW) State Credential.
- General knowledge and experience in higher level case management.
- Knowledgeable in the areas of trauma informed care and crises intervention.
- Knowledge of substance use disorder modalities, theories, philosophies, and treatment outcomes.
- Previous experience with Native American preferred; must be sensitive to tribal customs and traditions and work with a diverse clientele.
- Excellent listening, oral and written communication skills that will enable you to work with high risk clientele and families and to focus the efforts on client's well-being and to meet Santo Domingo Tribe goals and objectives.
- Work irregular hours including after hours, weekends, holidays, and on-call.
- Must speak and understand the Keres Language

- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Case Manager (CPSW) Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume