



**TRIBAL PERSONNEL  
DEPARTMENT**

**JOB ANNOUNCEMENT**

**REPOST**

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**JOB TITLE:** **Targeted Case Manager – Full-time**  
**SUPERVISOR:** Gookomis Endaad Administrator  
**LOCATION:** Gookomis Endaad Residential Treatment Center and Ombedam Endaad  
(Transitional Living Houses)  
**POST DATE:** **May, 2018**  
**CLOSING DATE:** **Open until Filled**

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Ombedam Endaad's mission is to provide interim housing and supportive services that create opportunities for individuals who are transitioning from an in-patient treatment program to a sober environment that advocates long-term self-sufficiency. Our service model combines clean, modern housing with intensive supportive services that promote dignity and motivate residents to achieve autonomy.

Ombedam Endaad is transitional housing (one male and one female home) for adults and is currently seeking a Targeted Case Manager to advocate for residents as they work through our program. The Targeted Case Manager will be expected to develop a mutually agreeable Individual Service Plan and monitor resident activities to work towards established goals. The Targeted Case Manager is expected to exhibit an honest and genuine compassion for individuals in need of social supports, providing outreach and developing risk reduction strategies to maintain sobriety.

**General Description:** The Targeted Case Manager is responsible for providing advocacy through intake, developing Individual Service Plans (ISP), care coordination, and supporting/monitoring goals and outcomes for the residents of Ombedam Endaad, Peer Supportive Living, while monitoring house activity for compliance.

**Qualifications:** Bachelor's Degree and licensure in Social Work or related field or Wisconsin State Certification/Licensure for Clinical Substance Abuse Counselor or Substance Abuse Counselor license is preferred; Or at least five years of previous case management is preferred.

**Salary:** **\$15.00 to \$20.00/hr.** Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du  
Flambeau, WI  
54538 715-588-  
3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

- A. TITLE OF POSITION:** Targeted Case Manager
- B. DEPARTMENT:** Ombadam Endaad “Hope House”
- C. SUPERVISOR’S TITLE:** CBRF Administrator
- D. DESCRIPTION OF DUTIES:** The Targeted Case Manager is responsible for providing advocacy through intake, developing Individual Service Plans (ISP), care coordination, and supporting/monitoring goals and outcomes for the residents of Ombadam Endaad, Peer Supportive Living, while monitoring house activity for compliance. The Targeted Case Manager will work with residents who have successfully completed in-patient treatment and experience substance abuse and co-occurring disorders. The position is responsible for ensuring service delivery which corresponds to each resident's plan of care and Individual Service Plan in accordance with policies and procedures. Must be able to work flexible schedule including evenings, weekends & holidays as needed based on resident’s and facility needs. Job duties include the following:
1. Work with Referral Sources to assure applicants meet the criteria for housing.
  2. Work with residents to assure all financial resources have been sourced.
  3. Process applications for all applicants assuring all required documentation is received before residency is established.
  4. Provide orientation to the new residents.
  5. Providing advocacy for residents with public organizations.
  6. Provide daily living skills training to residents to achieve optimal independence.
  7. Prepare weekly schedules for resident responsibilities.
  8. Ensures housing supplies are adequate requiring occasional shopping.
  9. Facilitate at least weekly meetings with residents to coordinate maintenance/cleaning of the shelter/menu planning.
  10. Develop plan of care for all patients that identify the resident’s vision, address underlying needs, providing patient centered, individualized, and strength based case management.
  11. Identify and utilize formal, informal, and community resources to allow for the resident to successfully reintegrate into the community including transportation, education and social services.
  12. Develop a Crisis Plan and intervene in crisis situations, making immediate assessments and referrals in emergency situations.
  13. Refer for supportive counseling or substance abuse counseling, using strength-based approach with residents through individual, family, couple, and group therapy as needed.
  14. Meet with each resident as needed or at least weekly and complete encounter reports in the resident’s electronic health record in Intergy on the resident’s

- progress towards stated goals, providing an assessment of the efficacy of interventions and revising the ISP as needed.
15. Work as a team member with other internal and external providers by collaborating with other providers and attending weekly staffing if requested.
  16. Maintain electronic health records of patients containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA, and established rules, regulations and policies.
  17. Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
  18. Support the day to day operations in compliance with regulatory requirements.
  19. Plans, coordinates and evaluates efforts to achieve program, organization and resident outcomes.
  20. Prepares incident reports for both internal and external agencies as needed.
  21. Provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected.
  22. Identifies and develops a part-time Peer Mentor in each house to provide oversight and assure house rules and polices are maintained.
  23. Ensure integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with residents.
  24. Other duties as assigned.

**E. SUPERVISORY RESPONSIBILITIES:** Oversight of Peer Mentors.

**F. SUPERVISION RECEIVED:** Works independently reporting to the CBRF Administrator.

**G. EDUCATION:** Bachelor's Degree and licensure in Social Work or related field or Certification/Licensure for Clinical Substance Abuse Counselor or Substance Abuse Counselor license is preferred; or at least 5 years of previous experience as a Case Manager required.

**H. EXPERIENCE:** At least 5 years of previous experience and/or training involving mental health and AODA required. Case Management experience preferred.

**I. SKILLS:**

1. Ability to manage time effectively, promote positive team culture, and to communicate effectively with clinical team members and residents through the writing of reports/notes is required.
2. Excellent problem-solving and conflict resolution abilities.
3. Ability to demonstrate efficiency with electronic health records, developing treatment plans and notes that satisfy funding requirements and basic computer skills are required.
4. Ability to communication with external providers to facilitate community integration.

