



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

MAY 08, 2012

#45-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH AND SOCIAL SERVICES
JOB TITLE: MEDICAL CASEWORKER- SOCIAL SERVICES
SALARY: \$18.00 - 25.00 D.O.E.
CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION:

This position is a Medical Social Worker/Caseworker position performing duties as provider of medical social work and medical case management services to Child and Adult clients (many of whom are presently incapacitated by disease, physical condition, mental capacity, etc.). The Medical Caseworker position is located in the Office of Social Services of the Department of Health and Social Services (DHSS). The Medical Caseworker maintains a caseload of approximately 30-35 cases of enrolled Tribal Member clients with current or pending diagnoses of chronic, debilitating, life-threatening, or terminal disease (such as Diabetes, cancer, severe Auto-Immune Disease, etc.). Clients are typically enrolled in Medicaid (AHCCS) or Medicare and IHS services. The Medical Caseworker works under the direct supervision of (and receives guidance and direction from) the Social Services Manager.

DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Accept referrals for and complete medical client service intakes
- File or support petitions (on behalf of allegedly incapacitated and/or incompetent adults) for guardianship/conservatorship with the Tribal Court through the Office of the Attorney General with regard to medical cases and in collaboration with the Adult Caseworker
- Assist clients and other professionals in the close coordination of care between primary care and specialty medical providers

- Perform medical case management subsequent to the assessment of client needs, establish and implement case plans in accordance with the client's level of functioning
- Collaborate with professional medical staff and support staff of IHS, 638, and outside facilities (as well as Contract Health Staff) for the comprehensive of patients and team management of client cases
- Coordinate and arrange for medication management and monitoring when indicated
- Coordinate and arrange for in-home care for clients when indicated
- Coordinate and arrange for home health care/delivery of products and services when indicated
- Coordinate with IHS and outside facility staff Discharge Planners and Social Workers regarding the impending discharge of patients to home and to step down/step up facilities for the purpose of ensuring the continuum of care
- Coordinate with IHS and outside pharmacies regarding client medications
- Refer clients to Hospice Care and coordinate with Hospice care workers and medical staff as indicated
- Refer clients to Adult Independent Living, Skilled Nursing, and group home facilities as indicated and assist with placement/coordination of benefits
- Serve as a liaison between the medical community and the Office of Social Services
- Collaborate and coordinate with the CRIT BHS and ASAP programs regarding mutual clients
- Assist in the triage/investigation, as requested, of alleged or potential cases of medical neglect or abuse of children and the elderly
- Assist clients in filing for and maintaining eligibility for Social Security allotments, Medicare, Medicaid, third party insurance benefits, and IHS services
- Assist clients addressing coordination of benefit issues
- Coordinate client transportation and home visits with CHR and collaborate with CHR regarding mutual cases
- Coordinate with client families through the establishment of family team meetings
- Establish and maintain time schedules
- Monitor the progress of current/on-going cases
- Conduct personal home and/or institutional visits
- Plan, develop, and implement individual case plans which include: assessment/evaluation, prevention, intervention, referrals, and follow through care components while implementing methods for service delivery consistent with the standards, policies, and procedures established by the Colorado River Indian Tribes (CRIT) and the Department of Health and Social Services (DHSS)
- Ensure confidentiality of all client information and records in compliance with the Healthcare and Insurance Portability and Accountability Act (HIPAA)
- Provide other direct and indirect assistance (referrals, etc.) to clients while exercising independent judgment and decision-making

- Conduct home visits for the completion of assessments, the assessment of progress, and the provision of personal contact between clients and their families
- Maintain copious and coherent individual client records, progress notes, and reports in accordance with Social Services standards
- Prepare progress reports, summaries, and annual reports for the Office of Social Services and the Tribal Courts in compliance with the Tribal codes as required
- Collaborate with outside service agencies and other Social Service staff members as required and during all case staffing meetings
- Participate in community forums for the purpose of providing education regarding Social Services and healthcare topics
- Participate in Social Service staff meetings and case staffing as required
- Conduct periodic quality assurance reviews of case-managed client records
- Participate in annual programmatic reviews conducted by DHSS, auditors, and the BIA
- Be available for and participate in a rotating "on-call" schedule to provide afterhours crisis intervention and to complete time sensitive investigations related to alleged abuse and neglect
- When called upon complete informal investigations of complaints/reports of alleged abuse/neglect of elders and incapacitated/incompetent adults and submit any findings and recommendations to Tribal law enforcement
- Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHSS programs, CRIT departments/offices, the Office of the Attorney General, the IHS, institutional care providers/centers, Regional Behavioral Health Authorities, etc. and other services providers/agencies
- Perform all other duties and assignments as directed by the Social Services Manager

EDUCATION AND EXPERIENCE REQUIREMENT:

Successful completion of studies for licensure as a Registered Nurse (RN), a current RN License in state or territory (Bachelor of Science in Nursing/BSN preferred) with experience in medical case management or a Bachelor's Degree in Social Work (or closely related field) with substantial experience in medical case management or a graduate degree in Social Work (or a closely related field) from a regionally accredited college or university and experience in medical case management or social work in a healthcare setting. A minimum of one (1) year of full time relevant experience in the field of social services or mental health case management. The incumbent must possess a valid driver license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The incumbent shall have a comprehensive knowledge of medical social work concepts, principles, and best practices. The incumbent shall have a working knowledge of applicable federal, state, local, and Tribal laws, codes, ordinances, rules, and regulations governing the operation of social services programs and the Health Insurance Portability and Accountability Act. The incumbent shall have a working knowledge of available

community, state, regional, and federal resources and services from social service and related agencies (e.g., AHCCCS, ALTCS, BHS, RBHA, Medicare, Social Security). The incumbent shall understand the application and eligibility process for Medicaid and Medicare benefits as well as the operations of IHS Contract Health Services. The incumbent shall possess a high degree of organizational skills, an ability to function independently, demonstrated oral and written communication skills, and applied computer skills (including, at a minimum, the ability to effectively use Microsoft Office Suite programs, Adobe Acrobat, and database/report generating programs). The incumbent shall have a familiarity with Native American culture and traditions, sensitivity to cultural differences, and an understanding of the unique problems associated with Native American communities in rural areas. Employment is subject to a comprehensive background investigation (including fingerprinting) and a review of any and all criminal convictions in accordance with P.L 101-630, the Indian Child Protection and Family Violence Prevention Act.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.