



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-23-044	Opens: 04/25/2023 Closes: 05/12/2023
Position Title: Case Manager	
Salary Rate: \$15.00 to \$20.00/Non-Exempt	Duty Location: Anadarko, OK

JOB SUMMARY

The Case Worker conducts brief screening of clinic referrals arranging for intensive outpatient therapy, obtaining alternative resources, reviewing charts and records, tracking and following patient's progress, initiating and maintaining case management documentation in accordance with the objectives of the Tribal Opioid Response Grant.

Goal: To provide recovery support, treatment support, community collaboration with continuation of care.

Reports To: KDAP | TOR Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's degree in Behavioral Science field from an accredited university; or at least five (5) years' experience in a related field.

Experience Requirements: Demonstrated proficiency in grants management, public speaking, group facilitation, training, prevention program development, prevention evaluation, strategic planning, implementation, and data compilation.

- Reviews referrals and screens objectively for eligibility in the program according to applicable rules, regulations, and guidelines.
- Plans, develops and implements quality improvement monitors for assigned areas.
- Maintain patient tracking system and works with a multi-disciplinary health care team plan for patients in need of a comprehensive overview of care in regards to opioid use.
- Implements and maintains documentation of patient care and progress according to the AST Health System and TOR grant guidelines.
- Makes inquiries to obtain alternative resources for services recommended for patient's therapist.
- Work with other grant staff in hosting monthly outreach activities set forth by Behavioral Health grant team.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Intermediate to advanced computer skills (Word, Excel, Power Point, etc.)

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.