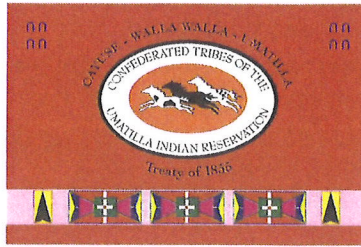


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Target Case Management Coordinator

SALARY: Pay Range: 7
\$41,200.44 to \$48,963.11 annual DOE/DOQ

DEPARTMENT: Department of Children and Family Services

LOCATION: Position is located at the Nixyaawii Governance Center
Mission Oregon

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background Check
Non-Exempt

SUPERVISED BY: Department of Children & Family Services Director

OPENING DATE: November 17, 2023

CLOSING DATE: Open until filled with review **November 30, 2023** and **December 7th 2023**

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The role of this position is to provide target case management services in order to guarantee eligible participants are gaining access to needed services. The position is responsible for monitoring, reporting and inputting information into systems in accordance with administrative rules to ensure reimbursement.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for ensuring Coordinate with Tribal Departments, Federal and State Agencies and other programs regarding targeted case management eligibility, determination, billing processes and service provisions.
 - a. This includes periodic reviews with DHS.
2. Responsible for assisting individuals who are eligible for services enroll and/or assist individuals to access providers and services of Medicaid.
3. Responsible for gathering information and reviewing historical and existing records of an eligible individual to determine service area needs.
4. Responsible for documenting care plans that contain set goals and actions required to address the needs of an individual.
5. Responsible for making referrals to appropriate services.
6. Responsible for monitoring access to the needed medical, social, educational, and other services.
7. Responsible for ongoing face-to-face or other contact to conduct follow-up activities with the participating individual or the individual health care decision makers, family members, providers, or other entities or individuals when the purpose of the contact is directly related to managing the eligible client's care to ensure the care plan is effectively implemented.
8. Must implement, monitor and track TCM data entry processes in a timely manner.
 - a. Monitor and track eligibility program components.
9. Submit detailed quarterly and annual reports to the state and federal government for reimbursement.
10. Accessing the MMIS with OMAP and follow HIPPA guidelines on record retention and confidentially as they have different protocols when it comes to medical documentation gathering, sharing and retention.
11. Follow established agency and tribal policies and procedures in regard to protective services and administer program services accordingly. Maintain compliance with Child Protective Service policy and procedures, federal, and interagency guidelines with Title IV-E and TCM services.
12. Develop, establish and maintain a centralized filing system that is accurate, organized, up-to-date and timely. Ensure statistical information and reports are completed in a timely manner.
13. Input data into appropriate database programs and spreadsheets to calculate data/ information for the TCM program.
14. Maintain Confidentiality with all records of billing, data input, contacts, and documentation of services with clients and agencies. Review case records for documentation of allowable reimbursements that meet the federal criteria. Review all files for Quality Assurance and compliance to ensure they are within state and federal guidelines.
15. Communicate clearly and apply instructions to staff and engage in positive public relations. Work independently and use good independent judgment and initiative. Be self-motivated, accept direction positively, manage time effectively, and maintain strict confidentiality in all job duties.
16. Other Duties as assigned that pertains to the scope of work in the job description.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

Only as delegated by the Director of the Department of Children and Family Services

ACCESS TO SENSITIVE AREAS:

Candidate will require access to sensitive areas of the department and program containing sensitive documentation and material such as Case Management Files, the Tribal Information Management System (TIMS) CPS Files, General Assistance files, Child Care files and Provider Files during the performance of their duties.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Four year Bachelor's degree in social work, sociology, psychology, counseling or related field from an accredited university or college AND two years' experience in case management related to working with youth and families; OR
2. Two year Associate's in social work, sociology, psychology, counseling or related field from an accredited college AND three years' experience in case management related to working with youth and family services OR
3. High School Diploma and five years' experience in child welfare case management or case management related to working with youth and family services.
4. Must be willing to train in Targeted Case Management fiscal reimbursement system.
5. Must be willing to complete training in a case management curriculum.
6. Must demonstrate administrative capability to ensure quality of services in accordance with state and federal requirements of financial management system which provides documentation of services and costs.
7. Must demonstrate the ability to document and maintain individual case records in accordance with state and federal requirements.
8. Demonstrated experience in dealing with the general public, including proper de-escalation techniques with angry clients in person, and on the phone.
9. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters.
 - a. Possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
10. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
11. Must have extensive knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, other Office Suite software as well as knowledge of general office practices and procedures. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
12. Individual must be highly organized and have good filing skills.
13. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.). Excellent people skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with clients, employees, outside agency personnel and co-workers in a sensitive environment.
14. Basic knowledge of behavior management techniques, family dynamics, child development, family counseling techniques, emotional and behavioral disorders, and issues around aging.
15. Successful completion of a criminal background check and a drug test will be required.
16. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 50lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

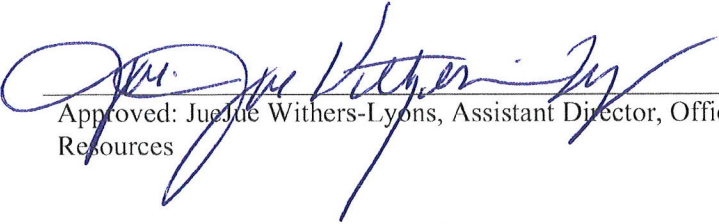
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Julie Withers-Lyons, Assistant Director, Office of Human Resources


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date