

**TEMPORARY WITH BENEFITS
2 YEAR GRANT**

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Case Manager (COPE)

EXEMPT: No	JOB CODE: 3-SS T4
TARGET SALARY: \$17.26 to \$20.30/ DOQ	SHIFT: M-F 8:00 –5:00
PROGRAM: Public Safety	LOCATION: ACC
REPORTS TO: Chief of Police	

SUMMARY: This position will perform tribal justice related and social services assistance in the implementing the Law Enforcement Assisted Diversion Program for the Neah Bay Public Safety and the implementation of other Comprehensive Opioid Abuse Site-based Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following: Because of the tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provide oversight case management for all clients, whom may live on the Makah Indian Reservation or off, in the Healing Together House (THH) program, assisting clients in all aspects of community transition processes, including adult education, vocational training and employment, housing, chemical dependency counseling, mental health counseling, oriented to the specific cultural development of and rehabilitation needs of each individual client.

Meet regularly with individual clients to monitor their progress and services needs in any other areas, including cultural, housing, employment, education, etc., and provide support and skills training as needed; report regularly to the Chief of Police and the attrition, non-compliance and inadequate progress in treatment.

Arrange and lead HTH Team staffing, meetings, and trainings when appropriate. During the MHC Team staffing it is imperative that the case manager presents the client's proposals to the team.

Participate in BJA training activities off-reservation and on-reservation cross training as required by grant and fund source and the terms of the individual programs.

This position will have priority of collecting program data from all tribal agencies participating in the project and reporting on the LEAD/ COPE projects and its progress on a quarterly basis with the complete compilation of the information to be given in a final report at the end of the granting period.

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Closely monitor progress of project and report regularly to the Chief of Police regarding project success any needs for modification.

Collect and collate criminal justice data and individual client data for planning, grant writing and grant reporting purposes within the guidelines of the grant fund source while maintaining client confidentiality.

Research incentives and other rewards for clients.

Represent the HTH team in court and state the recommendation of the MHC team to the judge on a weekly basis.

Maintain the case management and HTH Team policies and procedures.

Maintains an office for performing job functions, including writing, research, telephone conference, client appointments, and other related meetings.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 employee . Carries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: EDUCATION AND/OR EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school is preferred. OR two years related experience and/or training as a spokesperson, court clerk or other related field; or equivalent combination of education and experience.

Must have a minimum of two years experience in working with the public.

Must have a minimum of two years supervisory experience.

Must have minimum of one year experience in case management.

LANGUAGE SKILLS:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of tribal members or employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures, amounts, such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY:

Must have the ability to define and problem solve, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in

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mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Driver's License and be insurable, may be required to drive a GSA vehicle to perform duties. A driving history background check will be conducted on the applicant.

Must subscribe to the Makah Tribal Court Bar.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Must have the knowledge and understanding of Tribal State and Federal regulations; knowledge of tribal, county, state and federal programs in the area of housing, employment, vocational education, child care, etc., and any institutional or agency services which might be available to individual clients.

Must have knowledge of legal research methods and the ability to analyze facts and arrive at valid conclusions.

Must possess basic counseling and crisis intervention skills.

Must be able to see multiple perspectives in matters such as a person's side to a story.

Must be highly organized and have a working knowledge of psychopharmacology, addiction, mental illness, and cultural competence, relapse prevention and recovery planning, motivational interviewing, justice system processes, and drug testing.

Must have the knowledge and understanding of the varied clinical, law enforcement, correction and judicial roles and responsibilities of all members of the drug court team.

Must have an understanding of traditional western substance abuse treatment methodologies and normal treatment patterns.

Must have knowledge and understanding of Makah culture, cultural expectations and cultural norms; ability to assist individual clients with specific cultural development and rehabilitation needs, and knowledge of family dynamics unique to the reservation.

Must have the ability to draft and prepare legal documents and records filing in Makah Tribal Court, or the ability to learn.

Must have the ability to problem solve under stress when confronted with unusual situations.

Must have the ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing,

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in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

Must have the ability to work in collaborative team setting. Must have the ability to prepare reports as required.

SPECIAL REQUIREMENT

Must be 18 years of age by the date of hire.

PHYSICAL DEMANDS:

The work environment is usually a court room or normal office setting. If not the court room or normal office setting, then it is at offices of team members and colleagues. The noise level is moderate but may escalate to moderate in some rare circumstances.

Hazards: Those traditionally found in court room or office settings; possible but limited exposure to physical threatening situations.

ACKNOWLEDGEMENT:

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirements at any time with without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee is intended create a contract or employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: April 15, 2019
CLOSE: April 26, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.