



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Case Manager
Department: Kumeyaay Family Services
Supervised By: DVPI Program Coordinator
Location: Alpine Clinic with travel to other locations
Status: Non-exempt
Posted: October 18, 2017
Closing Date: Until Filled
Salary: \$19.23 - \$24.76/ Hr. DOE
Clinic Hours: Monday-Friday, 8:00AM-4:30PM; Flexibility to work evenings and weekends may be required based on program need.

GENERAL STATEMENT OF RESPONSIBILITIES:

Manages and administers the SIHC Safe Havens Supervised Visitation, Exchange Center Program and Emergency Shelter/Transitional Housing program. Provides advocacy, counseling referrals, staff training and supervision. Responsible for overseeing all program related activities in order to ensure that safe, appropriate, effective services are provided following approved protocols. Responsible for ensuring the safety of all participants and staff at all times. Responsible for ensuring that a safe, secure and supportive environment is maintained. This position reports to Program Coordinator and works closely with the Indian Community and other management staff in carrying out the administrative support of the department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Responsible for ensuring the safety at all times of all Program participants and all of those in the immediate vicinity of Program facilities.
2. Responsible for thorough understanding of the Program and its requirements, including funding parameters and reporting requirements.
3. Responsible for the hiring and training of Visitation Monitors, and other appropriate staff as directed by the Program Coordinator, and for ensuring that the day-to-day operations of the Program are safe, effective, and appropriate.
4. Responsible for coordinating care and services with other departments at SIHC, including Social Services, Substance Abuse, Mental Health, Indian Child Social Services, Medical, Dental, Outreach, and others.

5. Responsible for initiating, maintaining, and fostering collaboration with other service providers, including but not limited to: San Diego County Court, San Diego County District Attorney's Office, San Diego County Sheriff's Office, San Diego County School Districts in the immediate area of the SIHC service area, and SIHC providers, County providers, and nonprofit providers in the region.
6. Responsible for overseeing ongoing program evaluation and development.
7. Responsible for compiling monthly statistics and reports for presentation to Administration.
8. Responsible for budgeting and for monitoring costs and ongoing funding for Program.
9. Responsible for keeping Administration informed of Program needs, accomplishments, and developments, and for participating in ongoing quality assessment.
10. Working knowledge of Agency policies and procedures, HIPAA, Department of Mental Health, Department of Social Services, and other state, federal regulations.
11. Understanding of the Award Terms and Conditions.
12. Other duties as assigned that fit the needs of the Grant, Department, and SIHC.

QUALIFICATIONS:

Education/Experience: Bachelor's Degree, Masters welcomed to apply (or equivalent experience). Must have experience working with children who are victims of domestic violence. Be familiar with issues surrounding Indian child custody, domestic violence, and the relation of California Indians to the California courts. Education, training, and/or experience, which clearly demonstrates possession of the knowledge and skills stated above. Must be 18 years of age or older.

Licenses/Certifications: A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and respect confidentiality to all limits of the governing laws and ethics. Applicant must be able to work as a team with other staff. Applicant should be sensitive

to client's needs and knowledgeable about the local Indian community.

Other: Applicants must have a thorough knowledge of laws, rules, and regulations governing the field of Social Services, and the treatments, policies and procedures relating to the provision of those services. Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position. Applicants must complete a SIHC application and submit it to Human Resources prior to the close dates indicated. The position is co-located at the Alpine and Campo Clinics.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.

This position is grant funded for a 3-year program period.