



## 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](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-25-007	<b>Opens:</b> 08/26/24 <b>Closes:</b> OUF
<b>Position Title:</b> Case Manager	
<b>Salary Rate:</b> \$18.00 - \$20.00/Non-Exempt	<b>Duty Location:</b> Anadarko, OK

### JOB SUMMARY

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 KADAP/Tribal Opioid Responses Grant.

**Reports To:** KADAP Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Associates or Bachelor Degree in psychology or behavioral science field from an accredited university.

- Reviews referrals and screens objectively for eligibility in the program according to applicable rules, regulations and guidelines.
- Plans, develops and implements quality improvements monitors for assigned areas.
- Maintains patient tracking system and working 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 KADAP Policy and TOR grant guidelines.
- Demonstrated proficiency in grant management, public speaking, group facilitation, training, prevention program development, prevention evaluation, strategic planning, and implementation, and data compilation.
- Understand principles, practices and techniques of grant project planning, development, evaluation, procedures of budget preparation and monitoring and contracted services.
- Immediate to advanced computer skills (Word, Excel, Power Point, etc.)
- Makes inquiries to obtain alternative resources for services recommended for patient's therapist.
- Consults with staff and multi-disciplinary healthcare providers as necessary to facilitate appropriate decision-making in referral system.
- Works with other grant staff in hosting monthly outreach activities set forth by Behavioral Health grant team.
- Travel if necessary to meet grant requirements.
- Other duties assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) 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, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Tribal Preference/Native American Preference/EEO/Smoke Free/Drug Free Workplace.

**SUBMIT TO:** [hr@kiowatribe.org](mailto: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.*