



Employee Job Description
Position Title: Behavioral Health Grants Manager/ Case Manager (TOR Project Director 1)
Position ID #
Facility: St. Croix Tribal Health Clinic (Behavioral Health)
Job Family: Behavioral Health Professional Comp Grade: Competitive Salary (Depends on Education and Experience) Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Note: This position requires prior approval by SAMHSA after review of candidate's credentials.

Position Summary:

The Grants Manager / Case Manager will act project manager of the Tribal Opioid Response (TOR) grant as well as case manager for community members with opioid and/or stimulant use disorders. Project manager responsibilities (daily oversight and management of the grant) are estimated to be 50% of this position; case management (coordination of care) responsibilities are estimated to be the remaining 50% of this position.

The Grants Manager/ Case Manager is an essential part of the Behavioral Health Clinic team. St. Croix Tribal Behavioral Health Clinic provides mental health and substance use disorder counseling services as an outpatient clinic certified by the State of Wisconsin. Services offered include case management and referral in addition to assessments, treatment planning, and individual, family, and group therapy.

Essential Functions:

The Behavioral Health Grants Manager/Case Manager will provide quality coordination of care to those with opioid and stimulant-use disorders and ensure that implementation activities of the St. Croix Tribal Opioid Response project align with the goals of the Substance Abuse and Mental Health Service Administration's (SAMSHA's) goals and expectations to:

- Assist in addressing the overdose crisis in Tribal communities by supporting the continuum of prevention, harm reduction, treatment, and recovery support services for opioid use disorder, stimulant use disorder and co-occurring substance use disorders.

- Increase access to treatment and recovery services that facilitate positive treatment outcomes and long-term recovery from opioid and stimulant use disorders.
- Implement workforce development activities to ensure that individuals working in tribal communities are well versed in strategies to prevent and treat opioid misuse.
- Provide assistance to patients with treatment costs and develop other strategies to eliminate or reduce treatment costs for under- and uninsured patients.

The Project Director will need to work closely with their assigned SAMHSA Government Project Officer (GPO) to ensure implementation is aligned with these and other grant requirements.

Behavioral Health Grants Manager/Case Manager Job Duties:

Tribal Opioid Response Project Director Duties (approximately 50%) include:

- Oversee the implementation of TOR project activities (day to day management of the grant);
- Review and maintain familiarity with the following to assure adherence to grant requirements:
 1. The TOR Notice of Funding Opportunity (NOFO)
 2. St. Croix's TOR funding proposal including narrative, attachments, and budget;
- Internal and external coordination; developing materials, and conducting meetings;
- Screen individuals to determine program eligibility and provide informed consent for participation in the project;
- Data collection, data analysis, and grant reporting to meet required deadlines;
- Prepare vouchers, track spending using Microsoft Excel, and work with the Clinic Accountant to reconcile spending for financial reporting;
- Monitor project deadlines and budget on continual basis;
- Identify barriers to meeting project goals and practical ways to surmount barriers;
- Use technology efficiently (Microsoft Word, Excel, email software, computer, phone and fax) to execute job duties;
- Attempt to address any complaints about grant project before referring to supervisor.
- Develop and/or renew contracts with residential treatment providers with the assistance of St. Croix Legal department.

Case Manager Duties (approximately 50%) include:

- Screen individuals to determine needs
- Make referrals to address the service needs of individuals with opioid/stimulant use disorder, including to programs such as residential treatment, intensive-outpatient treatment, primary care for medication-assisted treatment (MAT), and community recovery programs.
- Provide education to community members about specific treatment, harm-reduction, and recovery services
- Coordinate care of St. Croix community members with opioid-and/or stimulant use disorders in culturally-competent manner.
- Adhere to professional ethical standards and best practices to ensure quality care, including state and federal standards for confidentiality and client privacy.
- Seek clinical consultation and supervision when needed to ensure quality care.

- Local and out-of-town travel as required for job-related training or service coordination.
- Attend all required meetings as assigned.
- Any other duties assigned by supervisor.

Note: The essential functions are intended to describe the general content of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Limited to other TOR grant project staff.

Supervisory Responsibilities: Along with the Behavioral Health Director, the Grants Manager/ Case Manager provides direction to the Behavioral Health Care Coordinator / Transporter.

Directly Reporting to: Behavioral Health Director

Matrix of INDIRECT Reporting: Health and Human Services Director, Tribal Administrator, St. Croix Tribal Council

Scope and Complexity: Interacts with all levels of management and employees and with outside agencies; trusted with maintaining confidentiality as routine part of work, making clinical judgments, seeking consult/supervision when needed, and appropriately applying professional and business procedures.

Physical Demands/Environment Factors: OE-Typical Office Environment with Some Work in the Community:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 25 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person, on the telephone, or with telehealth technology.
- Contact with clients can involve people with physical illnesses, those who have experienced trauma, and those with mental health and substance use disorders.
- Work may be stressful at times. Interaction with others is frequent and interruptive.
- May require off-site travel.

Minimum Qualifications:

- Associate's Degree in Social Work, Nursing, Psychology, or Human Services field combined with at least two years of work experience in the areas of substance abuse,

mental health, public health, or human services may be considered. At least of one year of work experience should be in a project management or team lead role.

- Knowledge and sensitivity to context and issues affecting American Indian people and ability to implement cultural affirming practices and ensure the project is culturally responsive to the needs of grant participants.
- Ability to be a contributing team member of an integrated Substance Use Disorder / Mental Health / Recovery team, working cooperatively with clients and staff as well as professionals outside the clinic.
- Oral and written communication skills sufficient for professional correspondence, recovery-supportive contacts with grant participants/clients, and grant progress reporting.
- Ability to use a computer effectively for word processing, tracking spending, and basic data collection and analysis is necessary.
- Good organization skills; ability to manage deadlines and maintain composure.
- Understand confidentiality requirements and maintain professional standards regarding confidentiality, privacy, and patient rights. Understand clinic policies, State/Federal/ HIPPA regulations, and procedures.
- Regular attendance.
- Possess a valid driver’s license and liability insurance.
- Must be able to pass caregiver background check.
- Must successfully pass a pre-employment drug and alcohol screening test.

Preferred Qualifications:

- A Bachelor’s degree in Social Work, Psychology, Nursing, or Human Services is preferred;
- Wisconsin licensure as a substance abuse treatment professional, such as Substance-Abuse Counselor in Training (SACIT) or as a prevention professional
- Knowledge of substance use and mental health therapeutic interventions
- Knowledge of HIPAA and other regulations protecting client confidentiality and privacy
- Knowledge of program planning, reporting, and evaluation.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.