



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Substance Use Case Manager - Be-Da-Bin (Full Time - Regular)

SUMMARY

This position is responsible for providing comprehensive case management services to an assigned caseload of adults diagnosed with substance use or mental health disorders. The employee is responsible for assessing client needs, developing, implementing and reviewing service plans, and working with Be-Da-Bin Behavioral Health staff and other community resources in meeting/achieving client service needs. The client base may include elders, children, and/or adolescents. The position may result in the need to work at both the Manistee and Muskegon offices.

EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a Bachelor's Degree in Social Work, Sociology, Psychology, Public Health, or other social science related field; and
- a work experience of one (1) or more years working with clients with substance use or mental health disorders ; and
- Knowledge of addiction/recovery processes along with related resources and the Continuum of Care for homeless persons; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the client.
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment.
- The possession of a valid Driver's License with the ability to be insured under the company's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

PAY LEVEL: E3

HIRING RANGE: \$37,559 - \$49,808

STATUS: Exempt/Salary – Bi-Weekly Pay **BACKGROUND CHECK:** Extensive

Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a background investigation (extensive), and successfully completing a 90-day introductory period.

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.*

To apply please submit completed application, cover letter, transcripts for Degree, any/all licensure(s), relevant certifications, and resume, no later than 5 pm on January 16, 2019 to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.*

***For further information, please contact the LRBOI HR Department.
Incomplete or late submissions will not be considered.***

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