

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

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JOB DESCRIPTION

TITLE: MEDICAL SOCIAL WORKER/ BENEFITS COORDINATOR

DEPARTMENT: TRIBAL HEALTH & HUMAN SERVICES – BEHAVIORAL HEALTH

SALARY: \$25.04 – \$26.63 Grade 13/ Step 1-3 DOE

OPENS: January 15, 2024

CLOSES: January 26, 2024

CAREER STATUS: EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS POSITION WILL END WHEN FUNDING EXPIRES

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT

Shoshone-Bannock Tribal Health and Human Services Behavioral Health Program, is responsible for effective delivery of medical social work/case management services to the Tribal Membership and to eligible Native American recipients.

This position provides quality case management and medical social work service aligned with the THHS department mission statement, strategic plan and the BH Program's scope of work. Works in compliance with policies and procedures governing the BH Programs, Tribal Health & Human Services (THHS) Department, Tribal Management Systems, funding source assurances, federal and tribal regulations, as well as professional practices and ethics.

The Tribal Health and Human Services department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible with advanced health care professional proficiencies, education, and certifications; or licensures are acquired and result in significant service delivery improvements and significant expansion of position responsibilities.

SUPERVISION

Position is supervised and evaluated by the Mental Health Clinical Coordinator and secondary supervision under the BH Manager.

DUTIES AND RESPONSIBILITIES

Make weekly visits to hospitals, extended health care facilities, and home visits to assess needs and coordinate patient care.

Collaborate with other professionals to understand patients' medical or physical condition to determine client needs. Utilize consultation recommendations and social work expertise to plan and coordinate patient care, following through to ensure service efficacy.

Make arrangements for patient care including discharge planning, home care services, durable medical equipment, advance directives, personal care services, hospice and any other needs. Follow up and provide case management and referral to ensure services are rendered.

Refer patient and/or family to community resources that will assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement, education, community or social services programs, and other services/resources as appropriate.

Will arrange family meetings when necessary to coordinate care plans and other interventions.

Actively assist patients by coordinating benefits and applying for additional resources, such as Medicare, Idaho Medicaid, Social Security Disability, and Idaho Insurance Exchange through Your Health Idaho.

Will work closely with Purchased / Referred Care (PRC) to identify high-cost patients needing assistance with applications for additional resources; whether assisting patients in-home or on-site at facilities. Will coordinate receiving medical discharge paperwork from facilities required for Catastrophic Health Emergency Fund (CHEF) claim submission by PRC. Purchase Referred Care

Document daily patient contacts through the Electronic Health Record to ensure coordination with IHS, Tribal Health and outside agencies. Establish case management treatment plans to address patient identified goals.

Work as a team member within the Tribal Health and Human Services and BH program to provide medical social work / case management, crisis intervention, group counseling, prevention activities as well as community and staff presentations.

Establish and maintain effective working relationships with patients, community groups, department and auxiliary staff.

Submit monthly reports and accomplishments to BH Manager to report workload.

Actively serve on the on-call Crisis Intervention Team rotation, including managing after hour's crises and assisting with covering crisis calls during the daytime.

Participate in Quality Improvement activities and Peer Review.

Participate in committee meetings as assigned.

Common THHS Staff Responsibilities:

May presents information to the Health Board and Fort Hall Business Council as assigned.

Participates with the department's strategic planning processes. Serves as a resource person to the Program Manager and Tribal Health Administration in program planning and evaluation.

Prepares for and maintains AAAHC Accreditation standards for position. Participates in quality improvement projects to enhance or optimize service delivery and program operations. May be assigned to AAAHC committees as appropriate.

MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities needed to carry out the THHS department and program functions.

Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:

- Has a reliable attendance record and is a dependable and accountable employee
- Is pro-active and completes tasks in a timely manner
- Communicates in a clear, concise, and timely manner
- Establishes professional working relationships with all job contacts.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completed all mandatory THHS required trainings and quarterly drills.
- Complies with the THHS Employee Health Policy and annual immunization schedule.
- Complies with THHS Policy Manual
- Complies with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with THHS department information security rules of behavior.

QUALIFICATIONS

The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience:

- Possesses a current Social Work license (LSW) from the State of Idaho (G13).

- Step1: 1 year of experience
- Step 2: 2 years of experience
- Step 3: 3 years of experience
- Must have knowledge of medical care coordination and patient advocacy, as well as coordination of insurance benefits.

Must be skilled in current computer applications including word processing, spreadsheets, search engines, browser basics, common keyboard commands, basic hardware terminology.

Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Preferred Knowledge, Skills, and Abilities:

Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.

Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.

Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and privacy laws.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with Chapter 2; Section 2-04 & 2-05 of the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, and P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.