Job Description

Job Title:    PEI Family Preservation Case Manager
Department:  Tribal Family Services
Reports To:  Social Services Director
FLSA Status: Non-Exempt
Status:      Regular Full-time, Monday-Friday between 8:30am -6:30pm

SUMMARY
The Prevention and Early Intervention (PEI) Family Preservation Case Manager assists Indian families by providing health education, suicide prevention and assessments for early detection of mental health needs. The case manager will provide information and resources to connect the family with both inter-agency services as well as other resources available in San Diego County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Works in Native community promoting PEI referral services. Conducts mental health screening, assessments, counseling and developmental screenings.
2. Assesses current community needs regarding mental health situations, crisis and community trends, stigma, cutting, suicide etc.
3. Keeps current with community needs for services and prevention health education to recognize the mental health conditions and break down barriers to access services.
4. Conducts community presentations on PEI program activities and services available.
5. Works closely with PEI Therapists and Elder Navigator to share resources.
6. Attend and contribute to Clinical Case Consultations, Child Protective Team (CPT) meetings to support client needs, address community issues and promote resources.
7. Able to cross train on other aspects of Tribal Family Services including ability to perform Medi-Cal eligibility and retention.
8. Performs other duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
BA degree and/or a minimum of two 2 years related experience and the willingness to be trained. Skills in interviewing, community presentations and facilitating family unity meetings when required. Skills in communicating to elicit information and cooperation from groups or individuals. Ability to establish and maintain effective working relationships with patients, staff, and the public. Ability to interpret and communicate social work agency rules, regulations and procedures. Ability to write reports, correctly reflect treatment and document patient's progress.
CERTIFICATES, LICENSES, REGISTRATIONS:
A valid California driver’s license and a good driving record will be required at the time of appointment and must be maintained throughout employment. Driving is required for this position. CPR certification must be acquired within six months of appointment.

PHYSICAL DEMANDS
Essential duties require potential employees to perform duties including but not limited to standing, sitting, walking short distances, lifting, reaching, etc. Employee must be able to travel. 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.

CUSTOMER RELATIONS
1. Responds promptly and with caring actions to patients and employees. Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.
2. Maintain professional working relationships with all levels of staff, clients and the public.
3. Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

QUALITY MANAGEMENT
1. Displays knowledge of normal signs of human development and ability to assess and provide age appropriate care
2. Contribute to the success of the organization by participating in quality improvement activities.

SAFETY
1. Maintain current knowledge of policies and procedures as they relate to safe work practices.
2. Follow all safety procedures and report unsafe conditions.
3. Use appropriate body mechanics to ensure an injury free environment.
4. Be familiar with location if nearest fire extinguisher and emergency exits.
5. Follow all infection control procedures including blood-borne pathogen protocols.

HIPAA/COMPLIANCE
1. Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.
2. Comply with all regulations regarding corporate integrity and security obligations.
3. Report unethical; fraudulent or unlawful behavior or activity.
4. Specify privileges and responsibilities of employment, including compliance with an adverse incident reporting system.
5. Maintains client case files in accordance with all applicable laws and regulations and IHC policies.

Indian Preference shall be given in accordance with IHC’s Policies and Procedures Section 3, Part 3-1, Paragraph 5

I have received a copy of my Job Description and accept and understand the responsibilities of my position.

_________________________________________                      _________________________
Employee Signature                                                                        Date

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PEI Family Preservation Case Manager/Amiyonette Goodblanket