

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

**JOB DESCRIPTION**

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

**SECOND POSTING OPEN TO ALL**

**POSITION TITLE:** Youth/Adolescent Social Worker  
**POSITION NUMBER:** 02092  
**DEPARTMENT:** Behavioral Health Services  
**LOCATION:** 2640 West Point Road Green Bay WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Behavioral Health Manager  
**SALARY:** E04 \$38,063/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** April 3, 2017  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** April 10, 2017  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

This position is responsible for case management, coordination, and planning of appropriate internal and external care, program direction. (i.e. counseling, or therapy for child, adolescent, high risk, or dual diagnosed patients, etc.) . Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Provide comprehensive case management services with a focus on Oneida's child, adolescent, and chronic mentally ill patients.
2. Effectively interview, screen, and assess clients' behavioral health needs utilizing treatment planning and case review methods.
3. Make appropriate referrals and assist in the process of applying for services when necessary.
4. Provide services to and be a liaison on behalf of clients who are cognitively, emotionally, or behaviorally impaired.
5. Make home visits and serve as mediator between youth/adolescents and parents
6. Assist in developing youth/adolescent recreational, social, and cultural specific activities. (i.e. leadership skills, empower youth/adolescent support groups).
7. Provide services consistent with HIPAA regulations.
8. Be a positive role model for Oneida Community members who have little knowledge of the Behavioral health system.
9. Ensure implementation of more efficient comprehensive, community integrated system of care and cost effective treatment approaches to all clients.
10. Develop a solid rapport with third party insurance providers for clear coverage justification.
11. Prioritize multiple tasks and coordinate cohesive, unified case management within the Youth/Adolescents Resource and multi-disciplinary team.
12. Provide outreach services and referrals to appropriate Tribal and County Agencies when child abuse or neglect is suspected.
13. Attend pertinent County hearings related to your caseload.
14. Implement and facilitate prevention services in conjunction with various Tribal and County prevention programs when appropriate

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### Youth/Adolescent Social Worker

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

15. Network with existing Tribal, County, and Private Sector Services that will best serve youths/adolescents and their family.
16. Maintain case records containing pertinent, accurate, and current information on youths and their families.
17. Participate in staffing of youths being served with case related agencies (Tribal, County, and School Programs).
18. Encourage and facilitate youth participation in community and cultural activities.
19. Participate in department staff meetings.
20. Maintain a current treatment plan for every active case assigned.
21. Develop and maintain close, cooperative, and beneficial working relationships with coworkers, peers, students, parents, tribal program employees, and all other interested constituents.
22. Utilize school and community resources when needed to address the needs of student activities.
23. Utilize development and training opportunities which will enhance services to all interested individuals.
24. Meet with students to promote individual and group development opportunities.
25. Consult with Oneida Cultural Heritage department staff on traditional methods of care.
26. Must provide a series of regularly scheduled workshops, demonstrations on culture to youths and adolescents
27. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
28. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
29. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
30. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge and experience with case management record keeping process for billing Medical Assistance.
2. Skills in case management.
3. Skills in organizational development. Well developed interpersonal skills are required. Must be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience.
4. Ability to track and effectively manage multiple tasks associated with complex case management.
5. Ability and willingness to become knowledgeable of healthcare resources available to the Oneida population, including but not limited to programming availability through Indian Health Services and surrounding communities.
6. Ability and willingness to become knowledgeable of the judicial system (parole and juvenile).
7. Ability and willingness to become knowledgeable of multi-disciplinary case review process.
8. Ability to effectively assess, evaluate, make appropriate recommendations, and develop effective patient(s) and family plan of action incorporating the family's culture, values, and beliefs is preferred.
9. Ability and willingness to become knowledgeable of the Oneida Integration Model of Services, a global vision of long term patient care management, and make current and advanced adjustments based on patient and family needs.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Must have dual diagnose experience and certification within an agreed time frame to be determined by supervisor. **(Social Worker License/Certified Alcohol Drug Counselor, Substance Abuse Counselor.)**

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Masters Degree in Social Work (MSW or MSSW) or closely related field from an accredited college or university with Two (2) years of documented successful experience as a MSW/case management/clinic social worker is required. Completion of 3,000 hours of supervised Masters Level Social Worker with state certification is required within 1 year of employment
2. Must possess knowledge of the service delivery system, the needs of the recipient groups served, or needed to be developed and have acquired at least one (1) year of supervised experience with the type of recipients with whom he or she will work with, or possess two (2) years of supervised experience or an equivalent combination of training and experience.
3. Previous experience in working with local schools, intervention, prevention, and collaborating with school counselors.
4. Must complete a pre-employment case study prior to interview.

#### **ITEMS TO BE SUBMITTED:**

1. Must provide a copy of diploma, license, degree or certification upon employment.