

APPLY IN PERSON AT:
909 Packerland Drive
Green Bay, WI 54303



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

OR MAIL TO:
P.O. Box 365
Oneida, WI 54155-0365

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

Phone: (920) 496-7900
Fax: (920) 496-7490

OPEN TO ALL APPLICANTS

POSITION TITLE: Social Worker (MSW)
POSITION NUMBER: 03157
DEPARTMENT: Behavioral Health Services
LOCATION: 2640 West Point Road, Green Bay
DIVISION: Comprehensive Health
RESPONSIBLE TO: Intake Supervisor
SALARY: E05 \$45,961/Annually (NEGOTIABLE)
CLASSIFICATION: Exempt
POSTING DATE: November 24, 2021
CLOSING DATE: Until Filled
Transfer Deadline: December 3, 2021
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 will perform case management, coordination and planning of appropriate counseling and therapy for child and adolescent patients and adults at high risk with dual diagnoses. Continuation of this position is contingent upon funding allocations. This is a grant funded position ending 12/31/22.

DUTIES AND RESPONSIBILITIES:

1. Assess patient's behavioral health needs utilizing treatment planning and case review methods; determine appropriate referrals and assist in the process of applying for services when necessary.
2. Make home visits and serve as a mediator between family members.
3. Attend pertinent county hearings related to caseload if client is eligible for behavioral health services.
4. Encourage and facilitate youth participation in community and cultural activities.
5. Participate in department staff meetings.
6. Maintain strict department security, confidentiality, quality services and professional standards at all times.
7. Determine relative acuity of clients needs; provide and/or arrange for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
8. Consults with Oneida Cultural Heritage department staff on traditional methods of care.
9. Act as a liaison on behalf of clients who are cognitively, emotionally, or behaviorally impaired.
10. Make home visits and serve as mediator between youth/adolescents, family members and parents.
11. Assist in developing youth/adolescent recreational, social and culturally specific activities including leadership skills, empower youth/adolescent support groups.
12. Refer client to other support services as needed, such as medical evaluation and treatment, social services, and employment services.
13. Provide outreach services and referrals to appropriate Tribal and County Agencies when child abuse or neglect is suspected.
14. Attend pertinent county hearings related to caseload.
15. Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA and Department rules, regulations and policies
16. Report potential or actual patient safety concerns, medical errors and/or near misses in a timely manner.
17. Ensure implementation of more efficient, efficacious and cost-effective treatment approaches for all clients; develop a rapport with third party insurance providers for clear coverage justification.

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DUTIES AND RESPONSIBILITIES: (Cont.)

18. Establish and maintain good rapport and effective working relationships with patients, visitors, physicians and Hospitals employees.
19. Actively serve as a Rapid-Response Team Member; performs psychosocial intake assessments; make preliminary treatment recommendations.
20. Provide a series of regularly scheduled workshops, demonstrations on culture to youths and adolescents; consult with Oneida Cultural Heritage department staff on traditional methods of care.
21. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
22. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
24. 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. Frequently walk, to sit, handle, or feel; reach with hands and arms; and talk or hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.
5. Evening and/or weekend work; extended hours and irregular shifts may be required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of juvenile judicial system and parole.
4. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
5. Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
6. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
7. Knowledge and understanding of the Oneida Nation culture, tradition and values.
8. Knowledge of case management.
9. Knowledge of working with adults with dual diagnosis.
10. Knowledge of Social Security system.
11. Knowledge of multi disciplinary care review process.
12. Knowledge of long-term patient care management.
13. Knowledge and understanding of AS400 data system and other computerized reporting systems used by HIS.
14. Skill in working with children, adolescents and families.
15. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
16. Skill in organizational development.
17. Ability to make current and advanced adjustments based on patient, and/or family needs.
18. Ability to effectively assess/evaluate and make appropriate recommendations and develop effective patients and family plan of action incorporating the family's culture, values and beliefs.
19. Ability to assess patients psychiatric and psychosocial needs.
20. Ability to work independently and meet strict timelines.
21. Ability to communicate efficiently and effectively both verbally and in writing.
22. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
23. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
24. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.

STANDARD QUALIFICATIONS(Cont.):

25. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
26. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
27. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.
28. Must be willing and able to obtain additional education and training.
29. Must pass a pre-employment drug screening. Must adhere to the Tribes Drug and Alcohol-Free Workplace Policy during employment.
30. Must pass a background security check with the Oneida Nation 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 Gaming Division.
31. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license or occupational 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's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. MSW; Completion of 3000 hours of supervised post Master's degree.

MINIMUM QUALIFICATIONS:

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

1. Master's degree in social work or closely related field plus three (3) years' work experience in case management or clinic social work.
2. Must be licensed as a Social Work Counselor by the Wisconsin Department of Regulations and Licensing.

ITEMS TO BE SUBMITTED:

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