



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 131-20**

**OPENING DATE: 08/07/2020**

**CLOSING DATE: Open Until Filled**

<b>POSITION:</b>	Community Health Case Manager	<b>POSTED:</b>	<b>IN/OUT</b>
<b>PAY GRADE:</b>	E5 (\$19.93/hr. - \$28.89/hr.)		
<b>FLSA STATUS:</b>	Exempt		
<b>POSITION TYPE:</b>	Full Time		
<b>FUNDING SOURCE:</b>	Grant Funded		
<b>DEPARTMENT:</b>	Health Services		
<b>REPORTS TO:</b>	CEO, Health Services		
<b>BACKGROUND LEVEL:</b>	Child/Elder		

**JOB PURPOSE:** Coordinates services and resources to patients, provides comprehensive assessment, planning, implementation and overall evaluation of individual patient needs. Supports the goal and objectives of the Pueblo of Isleta Communicable Disease Code, Title 40.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Provide case management, care coordination and treatment referrals for patients.
- Evaluate, coordinate, and monitor patients access to rehabilitative, medical and other services as needed, to include financial and medical benefits, entitlements, safe, stable and affordable housing, and provision of support.
- Evaluate patient needs to determine the type of care needed. Help patients understand their conditions and treatment options.
- Coordinate and monitor use of services, including comprehensive tracking of client activities in relation to care plan such as; scheduling and verifying primary and follow-up appointments and attendance to all scheduled appointments.
- Coordinate the integration of social services.
- Build and maintain collaborative relationships with internal and external agencies and community services.
- Review documentation of providers, maintains contact with internal and external providers.
- Review treatment goal, resources, and medical options.
- Interpret medical documents and ensure that patient tests are appropriate and necessary.

- Communicate with physicians and develop working relationships.
- Attend and facilitate clinical staff meetings; information sharing on complex clients and receive new referrals.
- Maintain case records containing pertinent, accurate and current information; document all contact made with each patient.
- Participate in the public health initiatives of the Health Services department, including case management and coordination of services.
- Participate in the development and implementation of patient care policies and protocols.
- Maintain standards of practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Enhance professional growth and development through participation in education and relevant training.
- Perform other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associate's Degree in Nursing or Bachelor's Degree in Social Work.
- One year work experience in case management or clinical social work is required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- CPR certified.
- Must be able to pass TB screen.
- Must be able to pass background check, with NO prior convictions/felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide written copy of immunization record prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge and understanding of Isleta Pueblo culture, tradition and values.
- Knowledge of current principles, methods and procedures for the delivery of nursing procedures and quality of care.
- Knowledge of patient care charts and patient histories.
- Knowledge of community health resources and agencies.
- Skill in operating various word-processing and database software programs.
- Ability to plan, implement and evaluate individual patient care programs.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with persons of varying social and cultural backgrounds.

**PHYSICAL DEMANDS:**

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.

- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.