

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

**Job Requisition Form**

**Department:** Tribal Social Services

**Position to be filled:** Rehab & Substance Abuse Case Manager

**Required Qualifications/Essential Duties:**

- High School Diploma or GED and 2 years of experience working in a substance abuse setting, plus possessing one or more of the following: RAS, CAADAC, NAAADAC, C.A.A.R.R. and/or IACC, Inc. certification for Alcoholism and other Drug Counseling or in the process of registration. OR an Associate’s degree
- Valid California Driver License- **Required**
- Must be insurable by companies’ insurance carrier and maintain throughout employment - **Required**
- Practice the Tachi-Yokut culture, and established Tribal/Departmental policy and procedures.
- Maintain knowledge and practice of Substance Abuse Treatment that SRR adapts and abides by local, state, and federal laws to provide services.
- Maintain knowledge and practice of Substance Abuse Treatment modalities per local, state, and federal practices.
- Screening, intake, orientation, assessment, assist to facilitate groups when needed AA/NA.
- Maintains client/tribal member records according to HIPPA and 42 CFR, adheres to all confidentiality and standards.
- Assist in coordinating and developing targeted activities/programs to identify at-risk populations.
- Develops individual treatment plans and monitors progress in achieving goals.
- Performs regular assessment and reassessments to determine the need for continued services at the appropriate level.
- Provide Treatment Program Placement for Youth and Adults and provide follow up support services to enrolled participants.
- Maintain Department case files and contact notes per the departmental guidelines.
- Create and develop relationships with housing, employment, education, food assistance, child care support, rehabilitation placement, primary care, mental health treatment, and other supportive services that will benefit the client upon re-entry into the community.
- Meet with individuals and family members in the office, school, and home if necessary, and or attend group meetings to provide information and gather needs for program development and outside agency services.
- Works collaboratively with substance abuse counselors and assigned therapists to engage, educate, communicate and coordinate care with client, their family, referring party, community agencies, and all other to ensure that all services agreed upon in the individual treatment plan are implemented.
- Collaborate with community, public or private resources, and other organizations as needed.
- Communicates with network provides or insurance providers as the participant moves between different levels of care to support a successful transition.

**Reports to:** Director

**Starting Rate of Pay:** **\$38,400.00 (Exempt)**

**Approximate Hours:** 40+ Hours per week

**Date Posted:** April 16, 2021

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director Date

\_\_\_\_\_  
Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.