



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Street Outreach Case Manager
PCN: P505
Level: Level 5 Professional/Technical-Senior Professional
Status: Non-Exempt
Position Reports to: Program Director

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position is an advocate for the Chronic Inebriate population. The focus of this position is on development of a plan of care and coordination of services for the targeted individuals needs across the continuum and agreed toward mutually agreed outcomes.

Essential Functions:

In collaboration with others, coordinates, communicates and implements effective transition and community care plans and performs concurrent and retrospective utilization review functions per guidelines.

Performs quality review of patient care including variance tracking, system-wide monitors and practice standard monitors.

Prepares quarterly program progress reports in a timely and accurate manner for data collaboration.

Maintains a working knowledge of and relationships with community resources; identifies and seeks alternative resources if gaps exist in the service continuum, links the individual with the most appropriate institutional or community resource and educates individuals, staff and community on wellness, health promotion and self-care opportunities.

Performs on-going assessments of persons served.

Resources Assessment and management.

Outreaches to encourage the participation of the persons served.

Coordinates or assists in crisis intervention and stabilization as needed.

Coordinates or assists of the persons served in achieving their objectives and optimizing their independence and productivity through community supports or linkages.

Coordinates or assists persons served in further developing the competencies they need in order to increase their social support networks.

Coordinates or assists with transportation as needed.

Coordinates or assists to enhance the functioning of the persons served in daily living activities.

Services and activities that are reviewed, monitored, and documented to reflect the progress toward individual goals.

Provides or coordinates medical services management as needed, and Pharmacological services as needed.

Compiles history and data on each client for means of tracking data and follow-up of program.

Provides direct services to clients, including assessment, crisis intervention, and assists in treatment placement either local or other desired appropriate program.

Provides case management/file documentation in accordance with established standards and submits reports (i.e. required for MIS reporting client billing, monthly reports, etc.) and other data in an accurate and timely manner.

Participates in interdisciplinary treatment team as needed.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties.

Specifications:

Qualifications:

Prefer RN, LPN or Social Work degree licensed in the State of Alaska with a minimum of three (3) years of work experience.

Working knowledge of case management, resource utilization management, quality management, transition planning, high-risk individuals, intake and referral functions, as well as care experience.

Expertise and knowledge of the rationale underlying the skills and interventions provided by the health care and the capability to incorporate a continuous influx of new information into existing standards.

Knowledge of substance abuse and skills to work with chronic alcoholics, drug users or poly-drug users.

Strong understanding and working knowledge of diagnostic skills, basic counseling and case management.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Strong communication and interpersonal skills with the ability to accurately follow written and verbal instructions.

Strong leadership skills and sound judgment when administering appropriate services to clients.

Demonstrated critical thinking skills, problem solving abilities, knowledge of substance abuse and complex diseases, clinical competence, effective communication skills, time management skills and the ability to make independent decisions.

Knowledge of letter composition, medical terminology, flexibility in work hours and the ability to prioritize and quickly learn computer functions.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive a FNA-owned vehicle. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a current driving history.

Physical Demands:

Frequent standing, sitting, and walking.

Occasional twisting, stooping and bending.

Requires frequent exertion of up to 10 lbs.; occasional exertion of 10-25 lbs.; occasional exertion of 50-100 lbs. to help lift or support a client.

Working Conditions:

Works in environment where protection of client confidentiality is essential.

This position will be located at RPC but may travel and provide liaison activities to multiple agencies.

Schedules may be irregular to include nighttime and weekends.

Intermittent exposure to extreme weather conditions, as well as potential for mechanical hazards associated with the operation of a motor vehicle in bad weather conditions.

Contacts:

This position will have regular contact with clients and their families, community resources agencies, Fairbanks Community Mental Health, nursing staff, FMH Emergency Department physicians, case managers, social service agencies, treatment program, the legal and court system and other health care providers.

I, _____, have received, reviewed and completely (Please print name)	
understand the entire contents of this job description.	
_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date