Job Announcement

Position Title: Guardianship Case Manager

Division: Ombimindwaa Gidinawemaaganinaadog

Reports to: Adult Services Program Manager

Open: until filled

PRIMARY FUNCTION: To provide case management duties for adult relatives that are under guardianship of Ombimindwaa Gidinawemaaganinaadog. To provide access to care and coordinate services for the relative's needs. To work collaboratively with other person (s) and agencies to ensure the relative's needs are met. Attend meetings, advocate for, and visit with relatives.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Attend care conferences, treatment team meeting, and appointments with relative
- Sign necessary consents and ROI's on the Relative's behalf
- Ensure that our relative's needs are met.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in utilizing critical thinking skills prior to making decisions and being detail oriented
- Ability to maintain confidentiality.
- Ability to learn from trainings and apply them to work performed
- Ability to operate independently
- Ability to ask for assistance when necessary and communicate improvement needs of staff

QUALIFICATIONS

Baccalaureate degree in a field related to human services, education, or health and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older, or equivalent work experience providing care or education to vulnerable adults or children; or Ability to

maintain confidentiality and ethics And, have a minimum of three years of supervisory level experience in a program that provides care or education to vulnerable adults or children.

- Mature judgement, initiative and ability to make independent and effective decisions and work without close supervision.
- Excellent communication and interpersonal skills.
- Strong leadership and organizational skills.
- A positive attitude and the ability to motivate others.
- Confident problem-solver.
- Team player.
- Valid driver's license
- Ability to pass a federal criminal background check

TO APPLY: Applications/Resumes and copies of certificates/diplomas are being accepted at the Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847.