



**ROCKY BOY**  
HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

<b>POSITION:</b>	<b>BEHAVIORAL HEALTH AIDE CARE MANAGER</b>	<b>DIVISION:</b>	<b>BEHAVIORAL HEALTH/ RECOVERY SUPPORT SERVICES</b>
<b>SUPERVISOR:</b>	<b>BEHAVIORAL HEALTH DIRECTOR</b>	<b>DEPARTMENT:</b>	<b>OUTPATIENT SERVICES</b>
<b>CLASSIFICATION:</b>	<b>REGULAR, FULL-TIME</b>	<b>SALARY:</b>	<b>BS STARTING \$23.09 MS STARTING \$25.40 SALARY RISES BASED ON EXPERIENCE</b>
<b>OPENING DATE:</b>	<b>JANUARY 8, 2023</b>	<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>

## POSITION SUMMARY:

The Behavioral Health and Recovery Support team at Rocky Boy Health Center is dedicated to the emotional spiritual health of our community through services delivered with respect and compassion. Care Management refers to the coordination of services to meet a patient’s treatment needs. As a member of team, the Behavioral Health Aide (BHA) Care Manager works within a biopsychosocial and spiritual model of treatment to help patients achieve their goals. Teamwork and collaboration are key components of care provided by the Behavioral Health and Recovery Support team. Behavioral Health Aides work closely with other providers, agencies, and the community to offer holistic care.

This position provides care management services as a member of the integrated Outpatient Treatment team. This position may be eligible for enrollment to become certified as a Behavioral Health Aide.

## MAJOR DUTIES:

- Partner with the behavioral health and recovery support providers to help (1) conduct needs assessments, (2) develop, implement, and revise treatment plans, and (3) coordinating treatment with other facilities.
- Assist the team in facilitating a patient’s transition to and from a higher level of care, including contacting facilities, completing and sending necessary paperwork, keeping applications updated, and keeping patients and providers informed of progress.
- Maintain communication with outside facilities serving RBHC patients to assist in care coordination, ensuring continuity of care to and from the facility.
- Provide case management (i.e. transportation, contacting resources with patients, helping them complete applications) when needed to support patients in their treatment and recovery.
- Communicate with other departments and external agencies in a manner consistent with HIPAA as it relates to the patient’s treatment plan and needs.
- Contribute to the wellness and effectiveness of the team through positive communication, ownership, and offering one’s support, strengths, and perspectives in a respectful and meaningful way.
- Advocates for services on behalf of the patient and assists in navigating barriers to transitions of care. Contacts advocacy organizations when warranted per policy.
- Support the development and implementation of strategies to increase access to behavioral health services for the community and work with the director and the team to recognize and address gaps in service provision.
- Will track patients, schedule patients, and document care using the identified Electronic Medical Record system.
- Undertakes additional responsibilities as delegated and directed by the supervisor to support the overall functioning and objectives of the Rocky Boy Health Center, which may include tasks such as assisting with administrative duties, participating in quality improvement initiatives, contributing to team projects, or engaging in professional development activities.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

## MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Bachelor’s Degree in Human Services or related field or a minimum of two years of experience serving individuals with behavioral health needs.
- Must possess a valid Montana state driver’s license.

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**DESIRED QUALIFICATIONS:**

- Thorough understanding of working within the continuum of care and knowledge of care systems across the state.
- Prior work experience as a social worker or case manager.
- Experience with collaborating with other providers and agencies to provide comprehensive care.
- Understanding of and appreciation for the tribal customs, traditions, practices, and the sovereign status of the Chippewa Cree Tribe.

**APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:**

- Rocky Boy Health Center Employment Application
- Resume or Curriculum Vitae
- Letter of interest/Cover letter
- Copy of Valid Montana Driver’s License
- Consent to Release Montana Driving Record

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

**SUBMIT APPLICATION:**



In Person

Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

**APPROVED FOR ADVERTISEMENT:**

DocuSigned by:

*Joel Rosette*

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Joel Rosette, Chief Executive Officer