



Native American Development Center
2403 East Thayer Avenue Bismarck
ND 58501
Tel: (701) 595-5181
Website: www.ndnadc.org

Fargo Downtown Engagement Center
115 University Drive, Ste 102
Fargo, ND 58102
Tel: (701) 412-2735
Website: www.ndnadc.org

JOB ANNOUNCEMENT

Position: Care Coordinator

Salary: \$47,840-54,080

Status: Exempt, Regular, 90-day probation period

Benefits: Medical, Vision, Dental, Retirement, FMLA, PTO/LWOP, Employment Supports, Professional Development, Enjoyable Workplace Culture

Location: Bismarck, ND

Reports to: CEO

MISSION STATEMENT: Our mission is to create safe and inclusive communities within urban areas across North Dakota through affordable housing, culture, education and workforce and economic services. NATIVE, Inc. website: <https://www.ndnadc.org>

JOB SUMMARY: Lead Care Coordinator (LCC) takes the lead of all other Care Coordinators of the Community Connect and Free through Recovery Programs by monitoring and ensuring compliance of duties and responsibilities of all the Care Coordinators in the Bismarck location. The LCC will conduct the same duties as the Care Coordinators—meeting with clients to conduct monthly care plans, engaging clients weekly based on the client levels, submitting case notes, outcomes, discharges, level changes and transfers.

The LCC and Care Coordinators are part of a multidisciplinary team who serve as the bridge between our partner stakeholders within the behavioral health, the criminal justice and human service system in the region.

Required Qualifications:

- Must have an associate degree in human services, behavioral health or criminal justice. Other types of associate degrees will be considered.
- Must be ND certified in Care Coordination.
- Must have at least one year of Care Coordination experience.
- Must have a valid driver license without recent traffic violations.
- Must be able to pass a background check.

Skills Required:

- Must be able to demonstrate the experience in working with computers, Microsoft and Outlook software.
- Must be able to demonstrate the ability to maintain confidentiality.
- Must have excellent communication skills (written and verbal).
- Must be detailed oriented with time management and organizational skills to properly conduct case management including documentation practices required by program guidelines.

- Must be culturally competent in working with Native American populations and all other populations with mental health, addiction, persons with criminal records and/or disabilities.
- Must be able to demonstrate the experience in communications and the maintenance of professional relationships.
- Must be able to demonstrate the ability to be a team player.
- Must be able to demonstrate an understanding of various resources and services in the Bismarck-Mandan community.

Preferred Qualifications

- Bachelor of applied science degree in behavioral health, human services or criminal justice or another related field. Other types of bachelor's degrees will be considered.
- Prior care coordination or case management experience working with individuals who have been involved in the criminal justice system, addiction, and mental health and/or disabilities with positive references.

Closing date for applications: Open until position is filled.

TO APPLY:

Must submit a NATIVE, Inc. employment application along with the required attachments must be submitted.

1. Go to NATIVE, Inc. website: <https://www.ndnadc.org/jobs> and download and complete the employment application or stop by and pick up an employment application at the Native American Development Center 2403 East Thayer Avenue Bismarck ND 58501.
2. Submit completed employment application with a copy of resume, copy of degree/certifications copy of transcripts (if awaiting degree), and a copy of tribal enrollment (if Indian preference is claimed).

TO SUBMIT:

1. Drop off at the Native American Development Center/NATIVE, Inc.: 2403 E. Thayer Avenue Bismarck, ND 58501
2. Mail to: Native American Development Center c/o Human Resources: 2403 E. Thayer Avenue Bismarck, ND 58501
3. Scan/Email: HR@ndnadc.org

For More Information: To learn more about this position you may contact Human Resources at HR@ndnadc.org or by phone at (701) 557-7313.