



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

Fargo Downtown Engagement Center  
222 4<sup>th</sup> Street North  
Fargo, ND 58102  
Tel: (701) 936-3258  
Website: [www.ndnadc.org](http://www.ndnadc.org)

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## JOB ANNOUNCEMENT

**Position:** Care Coordinator

**Salary:** \$18.00 to \$22.00 per hour DOE&E

**Status:** Non-Exempt, 90-day probation period

**Benefits:** Medical, Vision, Dental, Simple IRA, Holiday Pay, Accrued Paid-Time Off, LWOP, Comp Time, FMLA, Short-term disability insurance (STD) and Long-term disability insurance (LTD)

**No. of Hours:** Full-Time | 40 hours per week

**Location:** Bismarck, ND

**Reports to:** Director of Behavioral Health Services

**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:** Care Coordinator (CC) is part of a multidisciplinary team who serves as the bridge between behavioral health services, the criminal justice system, and human services. First, the CC will work to provide case management to clients enrolled in the Community Connect **Program** seeking behavioral health prevention. Second, the CC will provide case management to clients enrolled in the Free through Recovery Program, these clients have been released from prison or a halfway house who suffer from mental health illness and/or substance abuse disorder. Care Coordinator ensures client's meet monthly outcomes. This involves connecting clients to behavioral, medical health and/or substance abuse treatment and human services. The CC will facilitate direct internal and external referrals for housing, employment, legal, educational, peer-support, and all other essential community-based needs and ensure follow-through has taken place for clients. This position focuses on serving the Bismarck-Mandan region.

**Required Qualifications:**

- Must have at a minimum an associate degree in human services or criminal justice. Other types of associate degrees will be considered.
- Must have a valid driver license.
- Must be able to pass a background check.
- Must have computer and Microsoft software skills.
- 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 people with mental health, addiction, persons with criminal records and/or disabilities.
- Must be able to maintain 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 criminal justice or human services related field. Other types of bachelor's degrees will be considered.
- Care Coordination certified.
- Prior 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.

### **Job Duties:**

- Provide coordination and case management to the clients referred to this program.
- Provide coordination between clients, Peer Support Specialists, and transportation drivers.
- Meet with clients face to face once a month to develop a care plan and update it each month.
- Enter care plan and case notes into Doc Stars for each client every week.
- Meet with clients every week to ensure they are completing their activities and document every week.
- Must provide competent case management and documentation practices required by program guidelines.
- Work with Free through Recovery and Community Connect Program Administrators to obtain approval for gap funding requests.
- Track, report and submit monthly outcomes each month before or by the 3<sup>rd</sup> Friday of each month.
- Coordinate referrals for therapy or counseling, chemical health treatment, psychiatry, etc. Examples of assistance to clients: make formal referrals to appropriate resources, schedule appointments to meet goals, attend appointments (as determined appropriate and only upon request made by client).
- Coordinate and assist clients with navigating essential community resources as needed.
- Provide technical assistance for clients when necessary.
- In addition to collecting data and submitting documentation for the FTR and CC programs, Care Coordinators must track additional data and report data to the Chief Executive Officer upon request.
- Maintain thorough communications and collaborations with NATIVE, Inc. care coordinators and administrators, Free Through Recovery and Community Connect program administrators, parole and probation, mental health and chemical health providers, housing, employment/income, and medical providers.
- Respond to behavioral health crisis situations appropriately.



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- Serve as oversight of the client’s success in meeting goals of the care plan for a multidisciplinary care team.
  - Attend industry-related meetings including outreach community events.
  - Transport clients to recovery-related meetings/appointments if necessary.
  - Participate in all other duties/activities as required by management.

**Closing date for applications:** Open until filled application and required attachments must be submitted.

**TO APPLY:**

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 transcripts (if awaiting degree), copy of degree/certifications and a copy of tribal enrollment (if Indian preference is claimed).

**TO SUBMIT:**

1. Drop off at the Native American Development Center: 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](mailto:hr@ndnadc.org)

**For More Information:** To learn more about this position you may contact Human Resources at [HR@ndnadc.org](mailto:HR@ndnadc.org) or by phone at (701) 595-5181.