JOB DESCRIPTION

POSITION: Outreach Specialist/Service Facilitator

LOCATION: Noojimo‘iwe win Center

SUPERVISOR: Behavioral Health Director / Project Coordinator

SALARY: $15.00 - $16.00 per hour. 40 hours/week plus benefits

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The primary responsibility of this position is to serve as a Service Facilitator to connect clients with needed services including, but not limited to AODA inpatient and outpatient treatment, peer support, supportive housing, domestic violence program, family and human services and the community for the Behavioral Health Department.

DUTIES AND RESPONSIBILITIES:
1. Build rapport with Behavioral Health clients by using a strength based, trauma informed, recovery oriented, and culturally sensitive approach.
2. Help clients find resources when needed and be the liaison with the clinic doctors, AODA counselor, MH professionals, clinic staff and external service providers.
3. Coordinate and facilitate mental health and/or AODA services with area schools, medical facilities, tribal divisions, social service agencies and other professional agencies.
4. Collect data on referrals in and out of the program.
5. Independently or through collaboration assure there is one training every 6 months for community and tribal employees in the targeted areas. Collect data regarding trainings.
6. Each year implement a community campaign surrounding sexual and domestic violence in coordination with the Domestic Violence program.
7. Produce outreach materials (posters, videos, brochures, etc.) promoting recovery, sobriety and Noojimo‘iwe win and RCCHC events.
8. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
9. Facilitate weekly recovery groups and talking circles for men, women, and/or adolescents.

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Keep appropriate attendance data records to assess the groups’ success.
10. Provide Outreach and Education to community professionals and community members on various topics and keep a formal data base regarding attendees and their response to the training.
11. Maintain confidentiality and follow CR 42 and all state regulations regarding HIPPA and state regulations regarding client confidentiality.
12. Participate in continuing educational opportunities, which promote personal and professional growth.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. A minimum of 12 months of experience providing case management or service facilitation to people that have behavioral health challenges; experience working with Native American populations; experience maintaining extensive client file documentation.
3. Associate degree in Human Services or related field preferred.
4. Excellent oral and written communication skills; Will have strong working knowledge of alcohol and drug addiction and how it affects Native people; must have ability to work and communicate frankly and effectively with children, youth, adults, families, and all team members to implement problem solving strategies, understand issues, and to provide crisis services in an ethical, respectful, responsible manner.
5. Demonstrated cultural competency with Native American community and ability to work with individuals from diverse economic backgrounds in a respectful manner.
6. This position must possess and maintain a current, valid Driver License. Must be eligible to be placed on the tribe’s vehicle insurance OR if not eligible must have access to a vehicle with appropriate vehicle insurance coverage, required.

PERSONAL CONTACTS: Frequent contact with outreach services, schools, agencies, and other social service agencies. Frequent contact with children, families, individuals, couples, and groups.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed on overhead shelving.

WORK ENVIRONMENT: Environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations. All Tribal buildings are non-smoking.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

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BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: February 7, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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