# CHEMICAL DEPENDENCY COORDINATOR

## Position Description

<table>
<thead>
<tr>
<th>Open: May 30, 2017</th>
<th>Closes: June 5, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Human Services</td>
</tr>
<tr>
<td><strong>Job Code:</strong></td>
<td>N-7</td>
</tr>
<tr>
<td><strong>Pay Range:</strong></td>
<td>Min: $12.39 Mid: $15.49 Max: $18.59</td>
</tr>
<tr>
<td><strong>Hours/week:</strong></td>
<td>40</td>
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<tr>
<td><strong>Type of Position:</strong></td>
<td>Full-Time</td>
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<tr>
<td><strong>Reports to (title):</strong></td>
<td>Chemical Dependency/New Moon Program Director</td>
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<tr>
<td><strong>Job Location:</strong></td>
<td>Bois Forte Tribal Government Office - Nett Lake and Vermilion, MN</td>
</tr>
<tr>
<td><strong>Supervises:</strong></td>
<td>None</td>
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<tr>
<td><strong>Classification:</strong></td>
<td>Non-Exempt</td>
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<tr>
<td><strong>Effective Date:</strong></td>
<td>01/01/2017</td>
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<tr>
<td><strong>Revised Date:</strong></td>
<td>01/04/2017</td>
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## PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

## POSITION PURPOSE

The Chemical Dependency Coordinator provides indirect services to clients who are experiencing addiction to alcohol and drugs, mental health needs and culture-based co-occurring disorders such as historical trauma, loss of spirituality, culture and grief/loss. Assists clients in mobilizing their resources so they can participate in the exploration of a problem and its ramifications.

## ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Serves as the program’s initial contact by receiving and responding to all phone calls and program inquiries; greeting and receiving clients and public with professionalism and a culturally responsive demeanor.
2. Prepares and maintains a confidential, accurate, organized, and updated case file for each assigned client, according to DHS rules and HIPAA guidelines.
3. Work closely with Chemical Dependency and Mental Health staff to maintain the integrity of data within client files and program databases.
4. Maintains the accuracy of program specific databases, including Medicaid Management Information System (MMIS), Homeless Management Information System (HMIS), Mental Health Information System (MHIS), and Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT), and Coordinated Entry (CE), validating client insurance coverage, and coordinating service agreements.
5. Recognizes antisocial thinking and behaviors, addresses them immediately, positively, and in non-threatening manner.
6. Maintains appropriate boundaries with clients and employees while maintaining a professional, prosocial relationship.
7. Maintains inventory of office supplies and program materials.
8. Attends weekly staff meetings and takes meeting minutes.
9. Maintains client records, clinical documentation, Medicaid standards, submits client billing information in a timely manner.
10. Performs other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Experience:</th>
<th>One year of experience in Human Services or related field</th>
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<tbody>
<tr>
<td>Education:</td>
<td>High School Diploma or equivalent GED</td>
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<tr>
<td>License/Certification:</td>
<td>None</td>
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**Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent communication skills, both verbal and written, with the ability to effectively communicate with the public, visitors and other delegates.
- Excellent customer service skills.
- Ability to multi-task.
- Ability to assist clients in an effort to problem-solve to help achieve a positive result.
- Ability to track referrals and client numbers.
- Knowledge of social welfare and social services delivery system and local provider network.
- Knowledge of the socio-cultural factors that both enhance and adversely affect the mental health of American Indian populations.
- Ability to attend trainings for SSI/SSDI Outreach, Access and Recovery (SOAR).
- Knowledge of the principals and practices of Targeted Case Management.
- Rule 25 Assessor or become Rule 25 Certified within six months of hire.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

**PREFERRED QUALIFICATIONS**

- Associate’s Degree in Counseling, Psychology, Social Work or related field.
- Complete on-line training to become SSI/SSDI Outreach, Access and Recovery (SOAR) certified.

**WORK ENVIRONMENT**
CHEMICAL DEPENDENCY COORDINATOR

Position Description

Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.