



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 03/03/2015

Closing Date: 03/17/2015

If you are interested in this position, please submit the following:

- Completed Application
- Associate of Arts Degree or Higher
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Care Coordinator

Department: Family & Social Services

Work Schedule: Monday- Friday 8:00AM-5:00PM (Hours May Vary)

Wage Rate: Pay Range 15: \$32,947.20 – 42,057.60 / annually
Paid Bi-Weekly/ Non-Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Care Coordinator

WORKSITE: Tule River Indian Reservation
129 South Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Care Coordinator is responsible for coordinating all system of care services for clients and collaborates with mental health clinical providers and treatment teams in developing care coordination plans and crisis plans to address social, economic, academic, familial, cultural, medical, and other issues that impact the clients' functioning and wellbeing. This position will serve on wraparound intervention teams and provides wraparound facilitation, as well as advocates on behalf of children and parents in community settings (e.g. schools, etc.) transports clients, and assists with a variety of client activities based on treatment plan needs. The Care Coordinator is part of a multi-disciplinary team and the majority of services are provided in the field.

QUALIFICATIONS:

1. Must have an Associate of Arts degree from an accredited institution; Bachelors degree or higher in social work or closely related field from an accredited college or university, preferred.
2. Demonstrated experience of a minimum of 1 year in the provision of care coordination or case management services in a clinical or human services setting.
3. Knowledge of The Indian Self-Determination and Education Assistance Act (Public Law 93-638).
4. Knowledge and understanding of AB3632, probation department, Department of Child and Family Services laws and programs.
5. Must have valid California Driver's license and be insurable through the Tribe.
6. Must successfully complete a pre-employment drug and alcohol screen.
7. Must successfully complete an extensive background check in accordance with PL 101-630, section 408 (a), prior to employment.
8. Must complete and maintain a current (annual) negative/inactive TB test.
9. Strong writing and communication skills are required.
10. Ability to relate well with people and to use good judgment.
11. Experience engaging community members, especially working with diverse Native American Cultures.
12. Knowledge of Tribal and surrounding County Behavioral Health Systems.
13. Knowledge of a Data Management System.
14. Ability to maintain strict confidentiality and privacy policies.

DUTIES AND RESPONSIBILITIES:

1. Serves as the initial and primary contact with clients of the behavioral health services department and is responsible for coordinating the services for each client assigned.
2. Provides in-home, field-based care coordination services and/or office-based services for clients with a range of psychological, emotional, and behavioral problems.
3. Transports clients as needed for activities relating to the care coordination/treatment plan.
4. Identifies needed resources for child and family and provides direct linkages to those programs, assisting the clients with navigating the services if needed.
5. Develop and maintain a list of community-based resources and communicates with Director when a memorandum of understanding (MOU) agreement is required or requested to maintain professional referrals relationships between community service providers.
6. Facilitates wraparound intervention sessions and may serve as a member of a wraparound team in a variety of different roles.
7. Interface with community agents on behalf of clients and/or the agency (e.g. schools, Department of Child and Family Services, Probation Department, etc)
8. Assists with outreach efforts to share information about services and reduce stigma around accessing behavioral health services.
9. Provides feedback to treatment teams on care coordination issues.
10. Provides direct services such as parenting classes, social skills development, money management, enrollment assistance, etc.
11. Assists with recruiting new community members (youth and adult) to serve on FAIHP community Advisory Committees, and recruits Tribal Members for youth committees and group participation programs.
12. Assists with data collection efforts and maintains client chart notes in a clear and consistent manner; abides by privacy standards and HIPAA regulation.
13. Conducts data entry into electronic database that maintains client encounter information.
14. Keep director well informed regarding activities, pending issues, and potential problems.
15. Ability to travel and work weekends/holidays as needed.
16. Responsible for other duties as required, assigned, or requested.

PERFORMANCE EXPECTATIONS:

1. Uphold all principles of confidentiality and patient care to the fullest extent.
2. Adhere to all professional and ethical behavior standards of the healthcare and social services industry.
3. Interact in an honest, trustworthy and dependable manner with clients, employees and vendors.
4. Possess cultural awareness and sensitivity.
5. Meet or exceed the performance standards as set by your supervisor.
6. Work independently and as a team member; consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a

computer keyboard. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff. Typically office work setting conditions, but may have to travel in case management proceedings. Frequently must be able to lift up to 15 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Family & Social Services Director

This position supervises: None

Salary: Pay Range 15: \$32,947.20 – 42,057.60 / annually
Paid Bi-Weekly/ Non-Overtime Eligible
Grant Funded position – 4 years

Hours: Normally Monday-Friday 8:00AM – 5:00PM

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT