



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### **JOB DESCRIPTION**

**POSITION:** Comprehensive Community Services (CCS) Administrator

**LOCATION:** Mishomis Wellness Center

**WAGE:** \$25 - \$28, depending upon qualifications

**SUPERVISOR:** Behavioral Health Director

#### **THIS IS A REGULAR FULL-TIME NON-EXEMPT**

**JOB SUMMARY:** The CCS Administrator include the overall responsibility for the CCS program, including compliance with DHS36 and other applicable state and federal regulations; and developing and implementing policies and procedures The position will direct day to day operations of the Comprehensive Community Services Program (CCS) . In addition, the position will assist to improve access to services, structure processes, build capacity and provide quality CCS services through a person centered model.

#### **DUTIES AND RESPONSIBILITIES:**

1. Maintain compliance with the CCS Rule Wisconsin Administrative Code HFS 36 and other applicable state and federal regulations. Within the Tribe this will include working with the Health Director and Tribal Legal Counsel due to the unique and additional state and federal regulations related to tribal governance.
2. Carry-out quality assurance activities and monitor the effectiveness of services being delivered in a recovery based system and measure the outcomes and apply them to program improvement strategies.
3. Develop inter-agency agreements, contracts with private agencies, departments within Red Cliff and Bayfield County.
4. Monitor the agreements and contracts; update as needed with approval of Health Administrator, Legal, Finance and Tribal Administration
5. Have the ability to carry-out quality assurance activities and monitor the effectiveness of services being delivered in a recovery based system. Also, having the ability to measure the outcomes and apply them to program improvement strategies.
6. Training

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- a) Ensure each individual staff has proper training per their job duties.
  - b) Ensure all staff working within CCS is properly trained according to the rules/regulations.
  - c) Maintain all training records in a centralized training file and a copy for Human Resources for each CCS staff member and that it is securely maintained.
  - d) Identify and schedule trainers and/or training options with approval by the CCS Director.
7. Work with fiscal and billing staff to ensure necessary documentation of service and administration of activities is recorded and maintained. Oversee budget, compliance of budget and approval of expenditures.
  8. Review the Caregiver Background check completed by the Human Resources Director.
  9. Monitor all forms and functions of CCS
    - a) Application process
    - b) Authorizations
    - c) Assessments and training
    - d) Team roles
    - e) Service delivery documentation and service records
    - f) Consumer records
    - g) Satisfaction Surveys
    - h) Consumer Rights
    - i) Other federal and state regulations
  10. Oversee changes to the CCS plan to include, policies and procedures, forms, practices, staff, etc.
  11. Complete monthly, quarterly, and annual reports as required by Health Center Administration.
  12. Ensure the confidentiality of all client specific information and data as required by the CCS program and the Red Cliff Community Health Center.
  13. Present a professional, caring image for the Health Center and its programs.
  14. Adheres to and supports facility policies, program and activities.
  15. Attend staff and other meetings, in-services and other events as specified by supervisor.
  16. 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:** Service Facilitator, CCS administrative Assistant and Rehabilitation Specialist

**KNOWLEDGE:**

1. Knowledge of Wisconsin Comprehensive Community Services Rule 36 statutes preferred.
2. Knowledge of state and federal regulations specific to external reporting mandates.
3. Superior organizational and interpersonal skills with ability to work independently.
4. An educative approach to answering questions and informing other of policies, procedures and decisions.
5. Strong computer skills (Word, Excel and Powerpoint) with ability to use spreadsheet and graphic programs to produce bar graphs and charts.

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**QUALIFICATIONS:**

1. Master's degree and coursework in areas directly related to providing mental health services including master's in clinical psychology, psychology, school or educational psychology, rehabilitation psychology, counseling and guidance, counseling psychology or social work required.
2. Current CPR certification preferred. If not current, must become certified within 90 day probationary period.
3. Previous supervisory experience is preferred.
4. Two years' experience with a behavioral health setting preferred with strong knowledge of quality improvement models/strategies and health information technology preferred.
5. Experience working with AI/communities is preferred.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Tribal staff.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or 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 smoke free.

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

**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.**

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**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. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** February 13, 2019

**DEADLINE:** February 27, 2019 @ 4:00 p.m.

**FOR FURTHER INFORMATION:**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources**

**88455 Pike Road**

**Bayfield, WI 54814**

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

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**(715)779-3700 ext. 4268 or 4267**

**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.**

**The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.**

**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.**

#### **EMPLOYEE BENEFITS PACKAGE**

##### **THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.

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4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.