



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: Service Facilitator

LOCATION: Mishomis Wellness Center

SALARY: \$17-22 per hours 40 hours/week plus benefits

SUPERVISOR: CCS Director/Administrator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The primary responsibility of this position will be to provide eligibility assessment and service facilitation to individuals living with mental illness and/or substance abuse disorders, through the Red Cliff Comprehensive Community Service Program. The Service Facilitator role includes coordinating all aspects of the assessment process, recovery plan development, ensuring that the recovery plan and service delivery for each consumer is integrated, coordinated and monitored for effective achievement of consumer goals and is designed to support the consumer in a manner that helps him/her to achieve the highest possible level of independent functioning.

DUTIES AND RESPONSIBILITIES:

1. Respond to CCS client application and referrals within required timeframe.
2. Administer State Functional Screen to all applicants to determine eligibility.
3. Conduct full CCS Assessment and write Assessment report for all functionally eligible participants.
4. Complete CST Assessments and Plans with eligible children.
5. Build rapport with participants by using a strength based, trauma informed, recovery oriented, and culturally sensitive approach.
6. Coordinate and facilitate mental health and/or AODA services with area schools, medical facilities, social service agencies and other professional agencies.
7. Maintain a professional and cooperative relationship with all programs involved with providing services to the tribal community.
8. Provide home visits, transportation to appointments, and accompany consumers to service appointments related to treatment when appropriate.
9. Develop CCS Recovery Plans for all participants, in collaboration with their service teams,

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within 30 days of their application for services.

10. Conduct Recovery Plan reviews and updates at a minimum of every six months.
11. Develop Crisis Plans for all participants, in collaboration with their service teams, within 30 days of their application for services.
12. Ensure the formation of a Coordinated Service Team for each participant, facilitate team meetings, and engage in follow up activities as necessary.
13. Provide Outreach and Education to professionals and community members about the CCS Program.
14. Attend intake, supervision, case management weekly meeting and other meetings as requested.
15. Write and submit Assessment and Treatment Progress reports and client lists to as required for grant reporting.
16. Maintain a confidential client record keeping system in accordance with program and state regulations and guidelines.
17. Participate in continuing educational opportunities, which promote personal and professional growth.
18. 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

KNOWLEDGE:

1. Good interpersonal skills and the ability to get along with diverse populations (clients, co-workers, professional staff, administration, and the public).
2. Good communication skills, written and oral.
3. Ability to document and track face to face contacts, phone calls, and other correspondence
4. Sound judgment and the capacity to respond to unusual circumstances.
5. The ability to plan, coordinate and direct varied and complex organizations.
6. Awareness of and sensitivity to Ojibwe culture and traditions.

QUALIFICATIONS:

1. Minimum of Associate Degree in Human Services or related field.
2. Minimum of two years of experience providing case management or service facilitation to people that have behavioral health challenges.
3. Experience working with Native American populations; experience maintaining extensive client file documentation
4. Minimum of two years of recovery concept.
5. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees.
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.

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PERSONAL CONTACTS: Considerable daily contact will be made with the patients, general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

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: All Tribal Buildings are smoke free. Able to travel throughout the community, make home visits, attend meetings, and participate in community educational programs. Private residences, when utilized for professional activities, will not necessarily meet the criteria of the established environmental safety regulations.

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

POSTING DATE: March 19, 2019

DEADLINE: April 2, 2019 @ 4:00 pm

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

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(715) 779-3700 ext. 4268 or 4267

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 the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

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.
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.

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