

9. Perform data collection and documentation necessary for compliance, providing requested information for grant reporting to the Inter-tribal Council as well as to appropriate Tribal department.
10. Other duties may be assigned within the scope and complexity of this position's essential functions.
11. Must attend any all mandatory trainings designated through Human Resources Department and/or Department Director.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally bend, squat, crawl, crouch, kneel, balance, push/pull, and reach above shoulder level. The employee must occasionally lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. B.S. degree preferred plus additional credential/certification in substance abuse, behavioral health, social work, or Community Health Worker, such as CAC, CAADC, LPN, RN, LSW, MSW, CHW, or Peer Recovery Coach. Will consider all degrees for the right individual.
2. Minimum of 3 yrs. of experience in field of substance abuse, behavioral health, community health, and/or social services with Tribal organizations, American Indian communities, or other populations who experience significant disparities and/or systemic barriers.
3. Must be familiar with social determinants of health and health equity approaches and have demonstrated skills in navigating health systems, especially behavioral health and recovery systems.
4. Must be comfortable with client transportation, in home services and family engagement.
5. Regular local and in-state travel required.
6. Must have a valid Driver's and good driving record.
7. Excellent interpersonal and organizational skills required. Computer skills, including email and internet, and Microsoft Word, are required.
8. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Tribal Care Coordinator

*Applications can be found at www.baymills.org under "employment opportunities"