

## **POSITION DESCRIPTION**

---

**POSITION:**           **TRIBAL CARE COORDINATOR**

**DEPARTMENT:**    Bay Mills Health Center

**GRADE:** *DOE*

**REPORTS TO:**     Community Health Case Manager/Supervisor   **STATUS:** Non-Exempt

---

### **POSITION SUMMARY:**

Functions as an advocate and navigator for women and families affected by perinatal opioid use. Ensures coordination and communication across services, agencies, and community partners, both tribal and non-tribal. Must be able to work independently and as part of a team. Perform tasks with dedication to quality service and adherence to the core values of the team. Provide leadership through respect, credibility, problem solving, reliance on accurate information and resources, and focus on mission. Establish and maintain effective and non-judgmental working relationships with clients and providers within local and tribal service systems. Highest standards of confidentiality must be maintained according to both federal and state guidelines regarding all clients.

### **ESSENTIAL FUNCTIONS:**

1. Undergo extensive training to ensure and maintain core competencies and knowledge reflecting evidence based, best practices for “wrap around” support of pre-conception, pregnant and postpartum women with opioid use disorder and opioid-exposed infants and toddlers;
2. Participate in effort to inventory and map local resources and services for women and infants affected by opioid use disorder;
3. Serve as the lead point person/case manager responsible for ensuring access to high quality services and coordination between service providers for every woman and infant client;
4. Meet with clients one-on-one and/or along with other service providers;
5. Connect clients with peer recovery coaches as available;
6. Serve as a liaison between and among service providers, including well-woman, prenatal, maternity, postpartum, well-child, home visiting, child welfare, substance abuse treatment, recovery support, MAT, social services, legal services, educational services, child care, employment support, housing, etc.
7. Monitor services for all identified women and maternal/infant dyads, providing trouble shooting, navigation and support as needed, such as transportation, assistance with referrals, scheduling appointments, providing education and support around proper medication use, completing support plans for every client and ensuring cross-provider/cross-services communication;
8. Serve as an active member (or lead coordinator) of the tribal task force on opioid use disorder; collaborate with other local and state programs and initiatives addressing the opioid epidemic; Tribal community members, tribal administration and health and human services staff; county, regional, state, private and non-governmental health and human service agencies, and service providers.

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:** Send Resume and Application to:

Anna Carrick or Renae Wiczorek  
Human Resources Generalists  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8523 or (906)-248-8528

[recruitment@baymills.org](mailto:recruitment@baymills.org)

Subject: Tribal Care Coordinator

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*