



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

JOB POSTING

POSITION:	SYSTEMS OF CARE (SOC) CARE COORDINATOR
POSTING DATE:	November 13, 2018
CLOSING DATE:	NOVEMBER 21, 2018, 5PM
NUMBER OF OPENINGS:	1
RATE:	\$32,947.20- 42,057.60/YEAR- DOE
STATUS:	FULL-TIME/ SALARY, EXEMPT

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION
SOC CARE COORDINATOR**

Reports To: SOC Program Manager
FLSA Status: Full-Time, Exempt
Revised Date: September 17, 2018

Prepared By: Human Resources
Salary Grade: \$32,947.20, DOE
Board Approval: October 8, 2018

POSITION SUMMARY:

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.

ESSENTIAL 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 the CEO 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.
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16. Responsible for other duties as required, assigned, or requested.
17. All other duties as assigned.

QUALIFICATIONS:

1. Knowledge of The Indian Self-Determination and Education Assistance Act (Public Law 93- 638).
2. Knowledge and understanding of AB3632, probation department, Department of Child and Family Services laws and programs.
3. Must successfully complete a pre-employment drug and alcohol screen.
4. Must successfully complete an extensive background check in accordance with PL 101-630, section 408 (a), prior to employment.
5. Must complete and maintain a current (annual) negative/inactive TB test.
6. Strong writing and communication skills are required.
7. Ability to relate well with people and to use good judgment.
8. Experience engaging community members, especially working with diverse Native American Cultures.
9. Knowledge of Tribal and surrounding County Behavioral Health Systems.
10. Knowledge of a Data Management System.
11. Ability to maintain strict confidentiality and privacy policies.

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.

EDUCATION AND/OR EXPERIENCE:

1. Must have an Associate of Arts degree from an accredited institution; Bachelor's 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 service setting.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Must have valid California Driver's license and be insurable through TRIHCI's driver's insurance.
2. Must be CPR and First Aid certified or at-least within 3-months of employment.
3. Must have a Mandated Reporter Training Certificate or obtain certificate within 3 months of employment.

PREFERRED QUALIFICATIONS AND CONTINGENCIES:

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the SOC Care Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the SOC Care Coordinator is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The SOC Care Coordinator will move throughout the health center to meet with supervisors and co-workers but maintains limited patient/client contact. Consequently, the SOC Care Coordinator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

DISCLAIMER: *This position description lists the major duties and requirements for the SOC Care Coordinator position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

Employee Affirmation:

I have thoroughly read the attached position description for the position of SOC Care Coordinator. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date