



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

SUBSTANCE USE DISORDER COORDINATOR

Position Description

Open: June 30, 2022			
Closes: July 15, 2022			
Department:	Health & Human Services	Reports to (title):	SUD/New Moon Program Director
Job Code:	N-13	Job Location:	Bois Forte Human Services Nett Lake & Vermilion, MN
Pay Range:	Min: \$20.25 Mid: \$25.31 Max: \$30.37	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	06/29/2022
		Revised Date:	06/29/2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Substance Use Disorder Coordinator is responsible for providing case management services to Band members and their families, to include: intake, screening, assessment, intervention, plan development, coordination of services, monitoring client’s progress, outreach, crisis intervention, direct service and follow-up. Additionally, the SUD Coordinator will provide delivery of Substance Use Disorder (SUD) services, and coordinate with existing Tribal program and outside agencies in the provision of services.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Serves as the programs primary initial contact by receiving and responding to all phone calls and program inquiries and receiving clients and public with professionalism and a culturally responsive demeanor.
2. Maintains and accurately enters information into specific databases, including Electronic Healthcare Records (EPIC), Drug and Alcohol Normative Evaluation System (DAANES), Medicaid Management Information System (MMIS), DHS HIPAA-compliant billing system (MN-ITS) perform inporvment measurement system (PIMS).
3. Serve as the SUD department’s credentialed super-user in EPIC.
4. Responsible for coordinating the delivery of services to the clients at Bois Forte Human Services offices, in both Vermilion and Nett Lake.
5. Assist in identifying and referring persons in need of services to the proper agencies.
6. Perform the following supportive services functions:

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- Intake, screening, brief intervention, and referral to treatment or other needed services.
 - Assist with identifying and achieving goals.
 - Assist clients with accessing jobs and applications.
7. Provide crisis intervention as needed and when required.
 8. Supply Referrals to clients upon request or as needed, including but not limited to:
 - Veteran's assistance programs.
 - Housing.
 - Court Advocacy.
 - Domestic abuse and sexual assault advocacy.
 - Elderly nutrition program as appropriate for clients.
 - Traditional and cultural events.
 - Mental Health counseling.
 - General Assistance (GA).
 - Rehabilitation, vocational and employment services.
 - Income support and benefits.
 - General Education (GED) classes.
 9. Coordinate with other Bois Forte Departments to obtain the above services for eligible and willing individuals covered under this plan.
 10. Support clients in the program by mutually identifying goals towards improving health and relationships in their lives.
 11. Provide the following administrative services:
 - Keep all supportive services records as required by funders.
 - Ensure that all documentation is timely and accurate.
 12. Provide the following services to clients:
 - Encourage supportive activities that help clients develop the abilities needed to utilize their resources of the local community as well as the larger community, including family, friends, job and school.
 - Facilitate access to treatment services.
 - Help clients access pre-vocational and vocational employment assistance, peer council, substance abuse counseling, special needs skills training, safe sex education and tenant's rights education.
 - Educate clients on addiction issues.
 13. Other job related duties as assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• 2,000 hours of related experience. |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in one of the Behavioral Sciences or related fields, including but not limited to social work, psychology, sociology or Human Services from an accredited college or university.• Additional experience over the minimum requirement may be used to satisfy education. |
| License/Certification: | <ul style="list-style-type: none">• Must have or obtain comprehensive Assessment Certification within 6 months of employment.• Must have or obtain UMICAD certification within 6 months of employment.• Must complete a 32-hour Screening, Brief Intervention and Referral to Treatment (SBIRT) Training of Trainers (ToT) training to become a certified SBIRT trainer in the State of MN within six (6) months of date of hire.• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position. |

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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Knowledge of techniques of interviewing and information collection practices, methods of obtaining information regarding financial backgrounds and program eligibility.
- Ability to comprehend statutes, court decisions, departmental regulations and programs available to qualified applicants.
- Experience in working with clients with substance use and mental health concerns, experience or training in case management, and experience with client interventions.
- Familiar with a broad base of community resources.
- Ability to adequately interview applicants to obtain all information necessary to determine services needed.
- Strong communication skills, both verbal and written; ability to write and speak clearly, concisely and accurately.
- Ability to understand and interpret complex Federal, State and Tribal laws and rules, case law and regulations, court and administrative procedures.
- Knowledge of the principles and practices of care coordination and case management.
- Skills in investigating techniques related to establishing and enforcing court orders.
- Ability to make referrals.
- Ability to multi-task and have strong organizational and crisis solving skills.
- Ability to work with minimal supervision.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage, maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Ability to have a flexible schedule.
- Ability to have independent judgement regarding priority of work and interventions in emergency situations.
- Knowledge of Data Privacy Act, HIPAA and confidentiality requirements.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employees.

PREFERRED QUALIFICATIONS

- Experience using the EPIC electronic healthcare records system.

WORK ENVIRONMENT

Work environment:

The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent

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when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Vaccine Requirement: The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.