

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: AODA Activities Coordinator / Client Advocate

Department: Health and Wellness Center

Hourly Rate: \$22+/hour DOQ

Full Time: 40 Hours/Week

Exempt: No/Hourly

Supervisor: Behavioral Health Director

Posting Date: Public

Opens: January 19, 2024

Closes: February 2, 2024, at 4:30 pm

Posting Date: Public

Opens: February 27, 2024

Closes: Open Until Filled



Summary: The Program Coordinator of Recovery Services assists with the planning, working, and sustaining of the AODA programs, and components of the Behavioral Health programs. This position will also assist, in conjunction with the Behavioral Health Director, policies, procedures, and methods for the delivery of services that meet the established standards of performance for AODA programming as well as various areas of Behavioral Health.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Experience in AODA and Behavioral Health programs and services.
- Must have knowledge of community organizations relating to and working with addiction and representing Behavioral Health Services in its relationships with these other agencies.
- Will pull records of scheduled patients and ensure the readiness of records for the provider.
- Will be responsible for processing the release of information requests (procedure for the release of medical records is outlined in the Clinic Medical Records Policy Manual). Fax records as requested by providers.
- Will perform Secretarial functions including filing of consults, in-house reports, and other data, typing correspondence and reports for clinic personnel, greeting patients and filling out necessary forms, answering all telephone calls, and making appointments for all services provided in the medical clinic. Copying and researching as needed.
- Maintain and ensure patient and medical record confidentiality.
- Must have a working knowledge of the electronic health record, scheduling program, registration, and all other computerized health care software necessary for department functions.
- Obtain insurance cards and all other forms of identification needed for billing.
- Contact insurance companies as needed to confirm insurance information.
- Monitor function of scheduling program and assist IT personnel to troubleshoot, maintain or upgrade system as needed.
- Have a working knowledge of policies and procedures.
- Will perform receptionist duties within the Behavioral Health Department, including calling, scheduling, and coordinating appointments and treatments.
- Organize, coordinate, and attend AODA community activities for prevention, rehabilitation, and education. Community events must be developed to address the needs of all age groups and educational levels consistent with BR AODA program objectives.
- Complete necessary contracts and purchase orders as directed.
- Maintain a database of grant funds, outgoing purchase orders, and help reconcile grant funding in conjunction with other AODA staff and grant coordinators.
- Required to do client transport when necessary.
- Attend required training, workshops, and meetings.
- Perform all duties being cognizant of the principles of trauma-informed care.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of

the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Must possess knowledge of computers, word processing programs, and data entry software.

Preferred:

Experience in the development/implementation of Behavioral Health/AODA programs/Recovery Programs preferred.

Experience working in clinical/healthcare settings preferred.

One (1) year of secretarial or receptionist experience preferred.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must maintain strict compliance with the Privacy Act.

Must be able to read, write, and speak the English language fluently.

Must be able to perform under stress associated with the position (i.e. deadlines, conflict resolution, unanticipated demands, interruptions, and infrequently irregular shifts).

Must maintain excellent attendance record.

Excellent computer skills

Excellent customer service skills

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills: Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking is required. Occasional lifting up to 25 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov