



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2020:45

Position Title: Behavioral Health Coordinator

Advertising: Publicly

Immediate Supervisor: Behavioral Health Manager

Department Director: Health & Elder Services Division Director

Department: Health

Division: Health & Elder Services

Employment Status: Non- Exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: Yes (child- sensitive) **

Opening Date: Friday, September 11, 2020

Closing Date: Friday, September 25, 2020 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Behavioral Health Coordinator is responsible for the coordination of behavioral services activities, including but not limited to mental health and substance abuse. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Behavioral Health Coordinator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Behavioral Health Coordinator is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Behavioral Health Coordinator

- Tracks all mental health and substance abuse clients to include making return phone calls, appointment reminder phone calls and home visits.
- Responsible for locating suitable treatment facilities and transportation to and from facilities if applicable for in-patient clients.
- Monitors the status of all in-patient clients and discharge planning.
- Organizes and monitors data collection to identify problem issues within the Tribal community and provides information, advice and possible solutions to deal with the issues.
- Works effectively and coordinate services with other Tribes, Federal and State agencies as well as local agencies such as schools, and inter-Tribal departments.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Verifies patient information such as phone number, address and insurance and scan into appropriate system.
- Verifies and updates patient's insurance information in the billing system for claims resolution.
- Maintains an appointment system for mental health and substance abuse clients and performs case management activities as indicated by providers, including but not limited to file management, general correspondence.
- Maintains accurate and timely records of all client interaction according to IHS policy.
- Prepares and maintains reports, case files, and records of individuals counseled or referred to other departments or agencies. All patient files must be in accordance with IHS standards.
- Assures pertinent information is placed in the patient medical record or electronic medical record to ensure continuity of care.
- Assists with various Health Promotion/Disease Prevention activities as needed.

Education/License/Certification and Experience Requirements

- Associates Degree (Bachelor's Degree preferred) in Social Sciences or Science/Health related field required.
- Employment experience working with electronic medical records preferred.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of official date of hire in this position.
- Must possess certification of "Mandatory Reporter Training" or obtain certification during the first week of employment.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have a working knowledge of computers and the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Excellent time and resource management skills
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Must be able to work in a team environment and independently.
- Must possess character that earns the confidence of the patients and community and minimizes public criticism and complaints.
- Must be people oriented and relate well to people from diverse backgrounds.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must successfully pass the required criminal and character background check.
- Must travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*