



<b>Employee Job Description</b>
<b>Position Title:</b> Behavioral Health Care Coordinator/Transporter
<b>Position ID #</b>
<b>Facility:</b> St. Croix Tribal Health Clinic
<b>Job Family:</b> Health and Human Services <b>Comp Grade:</b> \$17-\$21/hr <b>Status:</b> FT

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The Behavioral Health Care Coordinator/Transporter will, under direction of TOR Project Director and Behavioral Health Director, arrange and provide transportation services, as well as data collection and submission services, to eligible grant participants.

**Essential Functions:**

The Behavioral Health Care Coordinator/Transporter will coordinate care for Tribal Opioid Response grant participants and provide transportation to residential treatment, outpatient/intensive outpatient appointments, recovery/self-help groups, and medical/MAT/psychiatric appointments. The Coordinator/Transporter will conduct eligibility screenings, GPRA data collection interviews and obtain written consent for release of confidential information under the direction of the Tribal Opioid Response Project Director (Behavioral Health Grants Manager/Case Manager) and Behavioral Health Director.

**Behavioral Health Care Coordinator/Transporter Job Duties:**

- Assist in coordinating care for St. Croix Community individuals struggling with opioid or stimulant substance use issues.



- Provide safe, trauma-informed transportation to residential treatment (or airport) outpatient/ intensive outpatient appointments, recovery meetings/self-help groups, and medical/MAT/psychiatric appointments. Follow all traffic laws and safety guidelines to ensure safe transport. Ensure that participants arrive promptly at their planned destination.
- Maintain a schedule for transportation and prioritize participant transportation needs with assistance of the TOR Project Director and Behavioral Health Director.
- Conduct eligibility screenings with new grant participants, provide informed consent information for participation in the project, and obtain signatures for written consent.
- Under the direction of the TOR Project Director and Behavioral Health Director, explain the purpose of written consent forms for disclosure of confidential information with contracted treatment providers, medical providers, and other parts of the treatment/recovery care team. Explain participant's rights regarding written consents for release of information. Obtain signatures on consent forms for disclosure of confidential information.
- Conduct grant project required GPRA intake, six-month follow-up, and discharge data collection interviews with grant participants under the direction of the TOR Project Director. Monitor GPRA data collection deadlines and keep up with timelines.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

**Supervisory Responsibilities:** None

**Directly Reporting to:** Behavioral Health Grants Manager/Case Manager (TOR Project Director)

**Matrix of INDIRECT Reporting:** Behavioral Health Director, HHS Director, St. Croix Tribal Administrator, St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices. Also trusted with the coordination and transportation of vulnerable individuals.



### **Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Work is performed in a vehicle, office setting, and in the community. Use of phone, fax, and computer is required.
- Contact with grant participants can involve people with physical illnesses, those who have experienced trauma, and those with active mental health and/or substance use issues.
- Work may be stressful at times.
- Must be able to safely and reliably operate a motor vehicle, as well as maintain eligibility to operate a vehicle provided by the tribal clinic, for the duration of employment.

### **Minimum Qualifications:**

- A high school diploma or equivalent.
- Ability to use a computer effectively for schedule-keeping and basic data collection/entry.
- Good oral and written communication skills are required to support recovery-supportive contacts with grant participants experiencing stress and mental health or substance use issues.
- Understanding of confidentiality requirements and ability to maintain professional standards regarding confidentiality, privacy, and patient rights.
- Knowledge and sensitivity to context and issues affecting American Indian people and ability to follow cultural affirming practices.
- Regular attendance, commitment to timeliness and attention to detail.
- Ability to pass background check.
- Must possess a valid Wisconsin driver's license without driving offenses/point deductions and liability insurance.

### **Preferred Qualifications:**

- An Associate's degree in Human Services or other fields and/or past work experience with individuals experiencing mental health and/or substance use disorder issues and/or past work experience interacting with patients in a medical setting.
- Experience driving in tri-state area of WI, MI and MN, including confidence in both rural and metro driving situations, is preferred.
- First Aid/CPR Certification (offered through company if not already obtained)
- Understand clinic policies, State/Federal/HIPPA regulations, and procedures.



Native American Preference Given in Accordance with P.L. 93-638 and Amendments

Employee Printed Name	Employee Signature	Date
Supervisor Printed Name	Supervisor Signature	Date

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.

