



Employee Job Description		
Position Title: BCOR Advocate		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: K-1	Status: Full Time

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:

BCOR Advocate (Case Coordinator) will be a supportive staff person for the BCOR Program Manager, service providers, Judicial System, and the ST Croix Tribal Community. Case Coordinators will work closely with the Program Manager by assisting clients throughout their process in recovery. Working with families and friends, building morale for the communities, and helping with sober events for youth, elders, and families.

Essential Functions:

- Promote sobriety (recovery) and healthy living.
- Plan and organize meetings, activities, and planned events.
- Assist the Program Manager in client transitions from Correctional Institutions.
- Promote Cultural Renewal

BCOR Advocate Job Duties:

- Client Services
- Creating a safe, effective environment for clients
- Listening
- Teamwork and coordinated care for a client
- Engage clients with resources
- Health promotion and maintenance

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to 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

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Directly Reporting to: Program Manager

Matrix of INDIRECT Reporting: 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. Knowledge of HIPPA policies and procedures.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Qualifications

- Personal and/or professional knowledge of substance abuse and integrated service delivery.
- Experience with communication, facilitation, organizational skills, and the ability to multi-task.
- A Wisconsin drivers license with an acceptable driving record.
- Must demonstrate ability to assess client needs. Able to identify potential issues and proactively contain and manage challenges.
- Provide outreach and service coordination for referred patients.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.

- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Excellent writing skills.

Preferred Qualification

- All the above
- Obtain The Wisconsin Peer Specialist Certification Training Curriculum
- Obtain Training on Naloxone
- Annual training per employment demands

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

EEPID	Employee Printed Name	Employee Signature	Date
	Brenda Brandt	<i>Brenda Brandt</i>	1-11-2022
	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.