



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Lead Navigator
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite – 131 West Broadway, Anadarko
- REPORTS TO:** HIV Prevention Project Director
- SALARY:** **Min:** \$16.25 **Mid:** \$19.13 **Max:** \$22.01 (AOS-7)

JOB SUMMARY:

The Lead Navigator will be responsible for the completion of all activities associated with client services, grant objectives and deliverables. Engage tribal communities and partnering entities to develop support for the program. Responsibilities include case management, meeting with clients and families, conducting investigations, working with Project Director to develop strategies for helping clients. Develop the workforce to ensure the effective assessment and treatment for clients with public health, social work and other related needs.

CORE DUTIES AND RESPONSIBILITIES:

1. Coordinates and collaborates with other SAMHSA grant programs, with outreach events and activities to promote mental and public health awareness.
2. Provides operational, administrative and logistical service in the support of the program to the Project Director and with Program Staff.
3. Provides engagement and treatment services to clients using the HIV prevention framework.
4. Works remotely through virtual channels, only when tribal offices are closed due to COVID-19 or other unexpected emergency conditions, as required.
5. Tracks progress of the project, both individuals and families through their entire experience within the HIV prevention project.

6. Travels frequently for meetings, trainings, appointments, related to the HIV prevention program.
7. Performs administrative duties in regards to the HIV prevention program.
8. Collects data regarding clients and services to assist with grant compliance terms of HIV.
9. Interprets and follows program guidelines relating to the HIV prevention program and related programs.
10. Assist the Project Director and Evaluator in completing federal reporting requirements.
11. Meets with service providers and screen youth (and families) for suitability in the program.
12. Oversees care coordination, requirements of assessments, and care plans.
13. Schedules and maintains daily appointment calendar, daily mail in/out logs, maintain case files, due to client activity, answer phone calls, questions and concerns of clients.
14. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. A Bachelor's Degree in Social Work, Public Health and Human Services, or other related field is preferred. Experience and training in social work, public health, and case management and/or a combination of education may be substituted. However, candidate must have completed at least two (2) years in Social Work, Public Health and Human Services, or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience. A copy of transcripts will be required to verify education.
2. Must have public health case management experience and treatment and/or prevention expertise.
3. Must be a Certified Alcohol and Drug Counselor (CADC) or a Licensed Alcohol and Drug Counselor (LADC).
4. Must have strong organizational skills and a demonstrated commitment to documentation of program activities and goals.
5. Must be computer literate and able to operate software for letter processing and spreadsheets.
6. Must have the ability to organize and maintain clear and concise records.
7. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database, and willing to learn new online platforms.

8. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
9. Demonstrated ability to foster collaborative relationships, and the ability to establish and maintain a positive working relationship with others.
10. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent use of near vision for reading and computer use. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check, Covid-19 rapid test and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week, must work flexible hours and willing to work after 5:00 PM and on weekends when necessary. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.