



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Emergency COVID Initiative (ECI) Outreach Coordinator/ Case Manager

DEPARTMENT: Administrative & Office Staff

LOCATION: Offsite – 131 West Broadway, Anadarko

REPORTS TO: ECI - Project Director

SALARY: \$13.00 - \$19.80 per hour

JOB SUMMARY:

The ECI Outreach Coordinator/ Case Manager will be responsible for the completion of all activities associated with client services, grant objectives and deliverables. The Outreach Coordinator/Case Manager will work to increase awareness and understanding of Public Health to community partners and stakeholders, through stakeholder development, public education, and engagement of providers willing to participate. Engage tribal communities and partnering entities to develop support for the program. Develop the workforce to ensure the effective assessment and treatment of youth and adults with public health, and other related needs. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Works with Tribal Consortium's mental health and substance abuse programs to identify possible advisory board members to establish the Tribal Wellness work groups.
2. Coordinates and collaborates with other SAMHSA programs, with outreach events and activities to promote mental and public health awareness.
3. Provides operational, administrative and logistical service in the support of the program to the Project Director and Program Staff.
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 with in the project.

6. Travels frequently for meetings, trainings, appointments, related to the ECI Program.
7. Performs administrative duties and other related entities in regards to the ECI program.
8. Collects data regarding clients and services to assist with grant compliance terms of ECI.
9. Interprets and follows program guidelines relating to the ECI program and related programs.
10. Develops and implements the Outreach Activity data tracking forms.
11. Schedules and maintains daily appointment calendar, daily mail in/out logs, due to client activity, answer phone calls, questions and concerns of clients.
12. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer an Associate's Degree in Business Administration, Public Health, or related field. Experience and training in administration and health projects or/and a combination of education may be substituted. However, candidate must have completed at least one (1) year in Business Administration, Public Health, 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, and a copy of college transcripts is required to document education.
2. Must have strong organizational skills and a demonstrated commitment to documentation of program activities and goals along with program record keeping.
3. Must be knowledgeable in Microsoft Word, Excel, PowerPoint database, and willing to learn new online platforms.
4. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
5. Demonstrated ability to foster collaborative relationships, and the ability to establish and maintain a positive working relationship with others.
6. 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.