



VACANCY ANNOUNCEMENT

Caseworker/Outreach Specialist – B.E.A.R. Program

OPENING DATE:	05/22/2023	CLOSING DATE:	06/05/2023
SUPERVISOR:	Project Director	SALARY:	TBD
LOCATION:	COVID Command Center - 301 W Broadway Street, Anadarko OK 73005	STATUS:	Regular Full-Time

JOB SUMMARY

The Caseworker/Outreach Specialist is responsible for enhancing the quality of patient management, maximizing satisfaction, and promoting cost-effectiveness. Must be accountable for the full patient care cycle as well as assess, plan, implement, monitor, and evaluate actions required to meet the client's health and human service needs.

DUTIES AND RESPONSIBILITIES

- Conducts and assists clients with intake applications, assess needs, and assist the Case Manager with treatment plans including transportation to and from treatment.
- Utilizes the OPUS Electronic Health Record System for client case management.
- Searches for treatment locations and develop relationships with organizations for referrals to treatment, facilities, and services required for the clients and services needed.
- Works with the B.E.A.R. Advisory council on updates to program progress.
- Hosts community events, presentations, and appropriate training throughout the three-county catchment area to promote substance abuse prevention and awareness and recruit potential clients for treatment.
- Attends and completes all required training as required by program and grant objectives.
- Offers all available services and tracks services in case records.
- Performs all other duties as assigned by the Program Director.

EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Bachelor's Degree in Human Relations, Behavioral Health, and Management or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a case manager or in a position of equal level or responsibility.
- **Minimum:** Possess an Associate's Degree in Human Relations, Behavioral Health, and Management, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as a coordinator or in a position of equal level or responsibility.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.