



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Reintegration (Re-entry) Case Manager

**DEPARTMENT:** Administration

**CLASSIFICATION:** Administrative & Office Staff (AOS)

**LOCATION:** Wichita Tribal Complex

**REPORTS TO:** Reintegration (Re-entry) Program Director

**SALARY:** Min \$13.00 Mid \$16.12 Max \$19.80

**JOB SUMMARY:**

This position is under the supervision of the Reintegration (Re-entry) Program Director. The Reintegration (Re-entry) Case Manager will be responsible for advertisement of clients, case management of clients, assisting clients with securing resources, tracking clients' progress, and providing services to eligible clients who meet program criteria.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Monitors, documents, and reports progress, as well as changing Reintegration (Re-entry) program plans accordingly.
2. Oversees the oversight of all program activities.
3. Arranges assessments, secure transportation, transports clients to assessments when needed and making referrals.
4. Submits RQ request through Navport for payments to vendors and client services and monitors of expenditures, per budget formulation
5. Ensures compliance with internal controls established for program.
6. Provides Reintegration program information to potential clients through outreach activities in Native communities, tribal events and public gatherings.

7. Provides supervision of case files and ensuring proper record keeping of client information.
8. Provides education and tools to clients, ensuring success in program.
9. Provides transports to and from job interviews, colleges to apply, college orientation, various training, department of vital statistics, social security administration offices, tag agencies, and other locations necessary for program.
10. Provides onboarding to clients, including a needs assessment, as well as alcohol and substance abuse assessments and follow up with client services.
11. Administers urinalysis to ensure clients remain sober.
12. Provides referrals to client services determined by needs assessment.
13. Provides educational support to clients interested in furthering education.
14. Performs other duties as assigned and/or needed.

**EDUCATION AND EXPERIENCE:**

1. Possess a Bachelor's degree in Social Work, Mental Health or Substance Abuse Counseling; or case management experience of two (2) or more years working with Native Americans in the Social Services area. However, candidate must have completed at least two (2) years in Education, Social Services, Psychology, counseling and/or field related to vocational rehabilitation, or related field from an accredited College or University. May combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience. Transcripts are required with application.
2. Have a working knowledge of client resources.
3. Have the ability to interpret and follow program guidelines relating to the Education Programs and related programs.
4. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in other procurement of funds.
5. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, medical staff, and other individuals regarding program and client matters.
6. Be computer literate and able to operate software for letter processing and spreadsheets.
7. Proven ability to work well with Indian families, and must have positive interaction skills.
8. Must have the ability to organize and maintain clear and concise records.

**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, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. 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 and vehicles ranging from a sedan to a 15-passenger van. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver's License. Subject to a background check, drug screening and Covid-19 testing. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. 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.

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**EMPLOYEE**

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**DATE**

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**DEPARTMENT SUPERVISOR**

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**DATE**

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**CHIEF OPERATIONS OFFICER**

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**DATE**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*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.*