



**Samish Indian Nation
Position Description**

Title: Health and Human Services Coordination Specialist
Supervisor: Housing Director
Salary Range: \$17.50 - \$23.45 FLSA Non-Exempt
Hours: 40 hours per week, Monday-Friday with some weekend and evening work
Duration: Based on available funding, Full-time Regular status at completion of six month probationary period

The Health and Human Services Coordination Specialist for the Samish Indian Nation provides service delivery by conducting assessments of Housing Program participants and their families. Based on the needs identified in the assessment, the Coordinator arranges and coordinates multiple support services that meets client needs – this may include, Cultural, Elders support, Education, Childcare, Housing, Vocational Rehabilitation, Health and other mainstream community resource. This role is key in providing a holistic client-centered, team-based approach.

Principle Duties:

1. Reach out to Housing Program Participants to help improve outcomes, increase compliance, improve recall and retention, enhance advocacy, and develop cooperative relationships with other health, chemical dependency and social services agencies.
2. May arrange and coordinate medical, financial and in-home services, such as Meals on Wheels, enrollment for social security disability benefits, payee support/enrollment support, home-health care or, in the case of terminally ill clients, hospice care.
3. Facilitate care coordination and referrals for Housing Program Participants to ensure services within Samish Indian Nation's Health and Human Services Division are established that support clinical care and enrollment into benefit programs such as public health, purchased and referred care, transportation, employment, housing, utilities and food.
4. Ensure Housing Program Participants are enrolled and/or familiar with other services offered through Samish Indian Nation such as Samish Education Program, Head Start & Early Learning, Samish Elders and Caregivers programs, and Cultural Connections.
5. Meet with assigned housing families on a weekly basis. Assist families and individuals with establishing and meeting goals and identifying appropriate steps towards achieving goals, including modifying goals as needed and evaluation of progress.
6. Conduct annual, move-in and move-out housing inspections. Upon completion of the inspection, review findings and establish a plan for repairs, if applicable. Inspections should be documented with photographs and written notes.
7. Complete annual recertifications and rental calculations, as applicable.
8. Attends local and regional meetings and training workshops.
9. Performs other duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**Required Qualifications:**

1. Associate degree in psychology, social work, counseling or a related field. Bachelor's degree preferred.
2. Experience working with Native America population highly desired.
3. Previous experience providing assessment and case management service.
4. Familiarity with social services in ten county service area.
5. Demonstrated success in working with and relating to underserved &/or transient individuals, treating them with sensitivity & respect.
6. Strong written and verbal communication skills.
7. Responsible for upholding a culture of privacy and security in highly confidential work environment.
8. Complies with all tribal policies and procedures that involve access to and safeguarding of client protected health information
9. Demonstrates cultural competency and respect for diversity. Ability to work independently as well as part of a team.
10. Must have a valid Washington State driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles

Working Conditions:

Physical Demands: Long periods of sitting, including driving (60% of time); occasional bending, crouching, stooping, stretching, reaching, lifting, carrying, and pushing (20% of time); and occasional standing and walking (20% of time). Occasionally lifts/carries up to 20lbs. Must possess manual dexterity sufficient to use office equipment with frequent repetitive motion such as writing, typing, paperwork handling, and phone use. Must possess the ability to view print on a computer screen and/or paper document; the ability to speak and hear exchanging information with end users by telephone

Mental/Visual Demands: Frequent mental and/or visual attention to task is required. Occasionally work requires heavy concentration. Frequent interruptions. Tasks involve eye-hand coordination. *Working*

Environment: Work environment is mainly indoors with heat and some air conditioning. Must sit or stand at desk for the majority of shift. Occasionally works alone without benefit of supervisor or coworker. *Unavoidable hazards/risks:* Frequent vehicular travel; work requires minimal risks which require safety precautions (using some cleaning chemicals for light cleaning). Protective clothing or equipment may be required (goggles, gloves, masks, boots, etc.)

CONFIDENTIALITY: This position develops, maintains, and is responsible for safeguarding the computer/electronic and hardcopy file folders containing sensitive and proprietary information about the Tribe and its members. The incumbent must maintain confidentiality of all work and files pertaining to enrollment, clients, survey results, and all other material that may identify individuals by name (either directly or by reference), as set forth by the Tribal Council in the Personnel Manual. Any violation in this matter may result in immediate termination of employment.

Samish Indian Nation is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, religion, gender, gender identity, age, national origin, marital status, sexual orientation, or ancestry. Samish preference and Indian preference will be applied to the selection for this position as defined in Title 25, US Code Section 473.

Please state your eligibility for Indian preference in your cover letter. Indian preference must be documented prior to interview or hiring. BIA Form 4432 or tribal enrollment ID may be submitted with the application if claiming Indian Preference.

Preference for hiring consideration will also apply to current or past parents involved in the Head Start Program.

All persons who are offered employment with the Samish Indian Nation must give permission for a thorough background check of previous work performance, motor vehicle history, credit history and criminal history.

This position is a "covered position" under the Tribe's Indian Child and Family Violence Act Policy and all applicants must undergo a background investigation in order to be hired for this position. The Tribe will not hire, permit anyone to work or volunteer in a covered position if the person has ever been found guilty or entered a plea of no contest or guilty to any offense under federal, state, or Tribal law which involves violence, threat of violence, sexual assault, molestation, exploitation, prostitution, crimes against persons, or offenses committed against children.



Signatures

This job description has been approved by Senior Management:

General Manager/Controller: _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____