

This job description serves as a guide for establishing the criteria to fill a specific function or to appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time regular, supervisory position.
- b) Responsible for providing case management for People Wellness House clients in need of health services in coordination with other community health and social service agencies.
- c) Provides group education activities for clients in coordination with other People Wellness House health promotion services.
- d) Reports to the People Wellness House (PWH) Program Administrator.
- e) Salary Range NE9.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all visitors, District managers and supervisors, and employees politely and professionally.
 - ii) Provides wellness case management services to PWH clients, assists clients in meeting wellness goals by connecting them to relevant health and wellness resources, and advocates for their access to and utilization of these services.
 - iii) Establishes a case plan for each client with wellness goals based on health assessment findings, including physical, mental, and behavioral health needs and other needs.
 - iv) Works with clients, family, and friend support networks and health care professionals to implement care plans.
 - v) Evaluates clients’ progress periodically and makes adjustments as needed to improve outcomes.
 - vi) Refers clients to appropriate services and follows up with clients to ensure they access meaningful and helpful services to achieve their wellness goals.
 - vii) Assists clients with eligibility and application processes for other health and social programs.
 - viii) Documents all case management encounters in client’s electronic and manual charts and collects data for reporting purposes.

- ix) Maintains active working relationships with relevant referral sources, such as Indian Health Services, Tribal health departments, Arizona Department of Health Services, Pima County Health Department, and other local resources.
- x) Recruits new patients via community outreach activities.
- xi) Conducts intakes of new clients, including determining eligibility for case management services (or refers out non-eligible individuals).
- xii) Follows up with discharged clients to ensure they are satisfied with services and they are maintaining wellness practices.
- xiii) Obtains or designs education materials useful for one-on-one education with clients.
- xiv) Plans and delivers group education sessions on-site and in various community settings focusing on topics identified in the contract scope of work.
- xv) Educates staff from other organizations about PWH services and how to refer clients.
- xvi) Maintains organizational files and records; maintains confidential and sensitive information.
- xvii) Participates in planning and evaluating PWH activities.
- xviii) Participates in staff development opportunities based on continuing education and technical training needs.
- xix) Prepares required reports in an accurate and timely manner.
- xx) Performs other tasks and other duties as assigned.

3. Working Conditions

a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing		✓			
Digging				✓	
Dialing		✓			

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Hearing			✓		
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard			✓		
Vehicle Operation		✓			
Walking	✓				
Writing		✓			
Other:					

4. Knowledge, Skills, and Abilities

- a) Possess considerable knowledge of the problems and needs of Native Americans.
- b) Ability to –
 - i) evaluate clients’ health and social situations and guide them towards feasible solutions, including supportive counseling and accessing community resources.
 - ii) communicate effectively, both orally and written.
 - iii) work with confidential and sensitive documents in a professional manner.
 - iv) maintain high standards of client confidentiality.
- a) Knowledge of the effects of crises on a client’s health, social and emotional functioning, and the ability to deliver services that are sensitive and tolerant to these needs.
- b) Working knowledge of community resources and the ability to establish and maintain effective working relationships with other organizations.
- c) Skills in case management and establishing and maintaining control over case plans, timetables, priorities, and agendas.
- d) Knowledge and skill applying applicable rules, regulations, policies, and contract provisions of funding sources.
- e) Possess awareness of and respect for the diversity of Native cultures and traditions.

5. Qualifications:

- a) Bachelor's Degree in health, human services, or business fields, such as public health, social work, education, or business.
- b) Minimum six (6) years of work experience in the human services or business fields, with experience and knowledge of case management standards.

- c) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years
- d) Valid Arizona Driver’s License with no DUIs within the past three (3) years and must be insurable by the Tohono O’odham Nation’s Insurance provider.
- e) Bi-lingual, O’odham/English Preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the District gives preference in filling vacancies to (in sequential order):

- (1) San Xavier District enrolled members.
- (2) Tohono O’odham Nation enrolled members.
- (3) Enrolled members of other nations or tribes.
- (4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Immediate Supervisor: _____ Date _____

Director of Administration: _____ Date _____

HR Representative: _____ Date _____

San Xavier District is an “Alcohol/Drug Free Work Place”