Youth Crisis Intervention Center Navigator

Reports To: YCIC Director
Location: YCIC, Winnebago, NE  68071
Department: YCIC  Status: Full Time, Non-Exempt
Date:  9/22/2016 to 10/31/2016  Salary/Grade: $16.48  HR/Grade 15 Step Entry

Job Purpose and Position Overview:
Engage, educate, and inform Native American youth (birth to 21) and their families in ways that advance their wellness and mental health through direct service delivery, outreach, referral, marketing, and coalition building.

Specific Job Duties/Responsibilities:

• Demonstrate the Winnebago Tribe's Human Resource Department's core mission, vision and values
• Establish rapport with the community, particularly engaging youth and their families as full partners in Society of Care and Youth Crisis Intervention Center efforts
• Promote and facilitate referrals and treatment of youth via telehealth, in person care, and traditional healing by Society of Care, YCIC, and designated tribal programs
• Cultivate referral sources such as schools, youth organizations and other entities
• Assist youth in engaging youth in healthy productive activities, continuing care, and wraparound services that promote wellness and provide a vehicle for further involvement in the Society of Care
• Provide and connect participants to culturally competent informational and educational sessions focused on project goals
• Provide outreach and information & referral services to youth and families to address issues that compromise their quality of life
• Advocate for and promote system level change in consultation with community and project leadership
• Represent the Society of Care on community groups and coalitions
• Promote the Society of Care through personal interaction, social media, community and cultural events, and other channels in accordance with the Society of Care and YCIC marketing plan
• Create brief educational videos on relevant wellness topics for use by Native American families via Society of Care telehealth and marketing channels
• Accurately and completely document all efforts for weekly reports
• Provide accurate timely reports of activity in accordance with Society of Care and YCIC program standards and applicable law
• Assisting families with gathering information, assisting with enrollment eligibility for completing insurance
• Adheres to the policies & procedures of the YCIC
• Scheduling appointments for clinical services
• Attend required company and departmental meetings
• Will attend weekly initial juvenile court and juvenile court hearings, and be available for youth and families being referred for services.
• Perform other related duties as assigned

**Required Qualifications/Skills:**

• Associate’s Degree preferred or some college experience in juvenile justice, social work, child welfare, psychology AND a minimum of two years of experience; Or an equivalent combination of education and experience
• Minimum of two years’ experience with at-risk youth
• Ability to work independently and meet expected timelines
• Ability to establish cooperative working relationships within and between the Winnebago community and Society of Care
• Ability to work within policies, procedures, and operating instructions to ensure compliance with Federal, State, or Tribal standards
• Excellent communication (verbal and written), interpersonal and collaboration skills
• Conduct all activities in accordance with the system of care values and Society of Care and YCIC goals
• Enthusiasm and spirit of teamwork needed
• Dependable and punctual
• Attention to detail
• Professionalism in all interactions and activities
• Passion for continual improvement
• Respect for confidentiality and adherence to proper protocols for handling sensitive information
• Cultural competency with sensitivity to and experience with Native American culture, values and lifestyle
• Self-starter with the ability to perform with little or no direct supervision
• Ability to pass drug screen and background checks
• Must have a valid US Driver’s license

**Supervisory Responsibilities:**

N/A

**Training Requirements:**

As directed and required by the Director
Physical Requirements:

- Normal Office
- Heavy work (lift 30-50 lbs.)
- Light work (lift 10 lbs.)
- Very heavy work (lift over 50 lbs.)
- Medium work (lift 11-30 lbs.)

Other physical requirements (note):
- The employee frequently is required to sit for extended periods of time and use hands to operate computer keyboard, telephone and basic office equipment
- While performing the duties of this job, the employee is regularly required to talk and hear
- Ability to drive company owned or personal vehicle
- Ability to travel via car or plane

Mental Requirements: (as presently performed to accomplish essential functions)

- ☒ Reading, Writing, Calculating
- ☒ Social Interaction Skills
- ☒ Reasoning/Analysis
- ☒ Works with Minimal Supervision
- ☐ Other Mental Requirements (note)

Language Requirements:

- Ability to effectively speak, read and write English

HOW TO APPLY:

Please submit the application, resume, cover letter explaining why you are qualified for the position and TWO (2) letters of recommendation. If claiming Indian or Veteran preference, please include those documents. Submit to: Human Resources, Winnebago Tribe of Nebraska, PO Box 687, Winnebago, NE 68071 OR Fax to 402-878-3198 OR drop off to the Human Resources office located in the Blackhawk Community Building. Applications without proper documents will not be considered. Please call HR at 402-878-3133 for further information.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, sexual orientation/identity, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.