

## JOB DESCRIPTION

**TITLE:** Community Care Coordinator – Lower Brule (Lighthouse Institute)

**ABOUT:** The Lighthouse Institute (in conjunction with the Bureau of Indian Affairs (BIA)/Office of Justice Services (OJS) *Pathways to Wellness* Office) is looking for a Community Care Coordinator for the Lower Brule Detention Facility and surrounding community. This position will be part of the Virtual Recovery Environment (VRE) Program and determine the eligibility of detainees for the *Pathways to Wellness* Recidivism Reduction Initiative (RRI), complete intake and follow-up assessments, and help eligible individuals access needed services. The Community Care Coordinator will need to possess education and/or experience with substance use prevention, mental health, justice systems and a knowledge of services/agencies in your community. The Community Care Coordinator will work with the Correctional Program Specialist and Supervisory Correctional Specialist at Lower Brule in the detention facility, and local agencies (Tribal, BIA, etc.) to facilitate a successful transition from the detention facility back into the community. The individual(s) hired for this position MUST COMPLETE and PASS all BIA/OJS and Chestnut health Systems background checks. If you are interested, follow the web address below to complete your application.

**QUALIFICATIONS:** Position requires a minimum of an associate degree with five (5) years' experience working in the mental health, substance use, and/or community engagement fields; or a bachelor's degree in psychology, social work, or related human service field and two (2) years' experience working in the mental health, substance use, and/or community engagement fields. Requires strong communication skills (written and oral). Requires basic computer skills and knowledge of Microsoft Office (Outlook, Word, Excel). Must have a valid driver's license, private automobile insurance and be insurable. Successful completion of Chestnut Health Systems and Bureau of Indian Affairs (BIA)/Office of Justice Systems (OJS) Detention Center background check process.

**REPORTS TO:** GAIN (Global Appraisal of Individual Needs) Assistant Projects Manager

### **DUTIES AND RESPONSIBILITIES:**

1. **Screening:** Conduct initial screening with individuals upon entry to BIA/OJS Detention Centers to determine eligibility for the *Pathways to Wellness* Recidivism Reduction Initiative (RRI) and to assess their need for services. Conduct re-screening with program participants every 90 days for a period of 12 months.
2. **Service Plans:** Develop a service plan with program participants (spanning a minimum of 12 months) describing screening results, referrals made, planned and actual services received, client goals and progress toward them, discharge plans, and outcomes.
3. **Referral:** Based on screening results and other information, provide program participants with relevant referrals for services (behavioral health and substance use disorder education, prevention, and treatment; primary care; transitional housing; employment; food assistance; etc.).
4. **Coordinate Care:** While program participants are in detention, schedule, coordinate and facilitate R1 Learning substance use education group sessions and tele-health service provider visits via Zoom. Once released, link program participants with relevant community resources, work with program participants to stay engaged in services as recommended by their service providers. Assist program participants with finding transportation to court ordered in-patient treatment or other community services if needed.

5. Community Services: Develop and maintain current information about Tribal, county and state community-based services, what they offer, availability of services, and contact information for continuity of support. Build relationships with providers and work with them to provide appropriate resources and on-going support for program participants.
6. Advocacy: Provide the participant's social history in court meetings with Detention Center staff, Probation Officers, with program participants on their behalf, as needed.
7. Recordkeeping: Collect relevant data about program participants from staff or records such as arrests, charges, service utilization, etc., and enter all data into appropriate software applications. Complete additional paperwork in accordance with program and agency policies and procedures.
8. Benchmarks: Meet program benchmarks for program participant linkage to care, and screening follow-up rates.
9. Training: Achieve R1 Learning and GAIN Administrator Certifications within the first three (3) months of hire.
10. Meetings: Attend meetings with identified stakeholders and Lighthouse Institute staff to proactively report problems, barriers, successes, outcomes and recommend solutions.
11. Promote Chestnut's culture of customer service excellence through the adherence to Chestnut's behavioral standards for customer service.
12. Acknowledge the BIA/OJS Division of Operations' program standards of confidentiality.
13. Maintain and protect confidentiality and security of all organizational information gained while performing job responsibilities including, but not limited to, financial and participant information.
14. Other duties as assigned consistent with training and experience.

**STARTING SALARY:** \$47,000/yr including benefits

**EMPLOYMENT STATUS:** Regular Appointment; Full-time

**APPLY:**

[Community Care Coordinator \(Lighthouse Institute\) Lower Brule Detention Facility - South Dakota in Lower Brule, South Dakota | Careers at Chestnut Health Systems, Lower Brule, South Dakota, United States \(icims.com\)](#)

<https://www.indeed.com/jobs?q=Chestnut+health+systems&l=Lower+Brule%2C+SD&from=searchOnDesktopSerp&vjk=6a914c35026dbfbc>