

**Care Coordinator/Data Entry Specialist
Lower Brule Sioux Tribal Court
Lower Brule, South Dakota
Job Announcement**

JOB TITLE: Care Coordinator/Data Entry Specialist

JOB CLASS: DOE

JOB SUMMARY: Under the general supervision of the Chief Judge with daily supervision of the Reentry Director, the care coordinator/data entry specialist will have significant responsibility assisting reentry/pathway to wellness participants with navigating community resources, services and programs promoting recovery and healing.

The care coordinator/data entry specialist will provide guidance and support to reentry/pathways to wellness participants during incarceration and under community supervision after being released. This includes administering risk/needs assessments, reviewing reentry and personal action plans, employment and housing search assistance, accessing wrap-around services in communities, conducting wellness check-ins, employment verifications, entering arrest data and other case management needs. The care coordinator/data entry person will work closely with the entire reentry/pathways to wellness team to encourage and empower program participants to become successful members of their families and communities.

Responsibilities:

- The care coordinator/data entry specialist will have the passion, knowledge and experience to implement and help enhance the reentry/pathways to wellness team through improved communication and care coordination for program participants.
- Assist case manager and probation in developing case service plans identifying needs to determine services and programs encouraging sober living, recidivism reduction and healing. For example, but not limited to, identify and refer participants to community resources including housing, services for mental health and substance use treatment, public benefits, healthcare, etc.
- Assist case manager and probation in developing realistic goals and personal action plans to ensure successful reintegration and addressing the five keys to reentry well-being: healthy thinking patterns, meaningful work trajectories, effective coping strategies, positive social engagement, and positive relationships.
- Assist program participants with obtaining and completing forms and documents necessary for transition (i.e., transcripts, birth certificates, tribal identification cards, social security cards) and navigate challenges such as education, employment, housing, transportation, etc.
- Serve as a liaison between program participants, tribal court counseling services, court programs, probation and family to ensure networks of support are communicating. Coordination will provide the best opportunity for participant success and lower the chance of recidivism.

- Attend court hearings and report ordered evaluations/assessment to service providers. Communicate with program participants to do probation check-ins, attend recommended/ordered services and meet with reentry/pathways to wellness staff and probation reviewing progress updates and personal action plans.
- Facilitate classes focused on skills and topics necessary for successful re-entry, including motivational interviewing, White Bison curriculum
- Collect and maintain accurate records in our database to monitor the progress of program participants which include case notes on well-being check-ins, reentry and personal action plans, milestone achievements, attendance records, class progress and employment verification. This will include entering arrest and utilization of services data.
- Participate in staff meetings to coordinate information on participants' release dates, needs, and updates to the progress and well-being of participants.
- **REMOTE WORK for a significant portion of the workday.**
- Other duties as assigned

Minimum Qualifications

- Associates Degree, preferred Bachelor of Arts or Bachelor of Science Degree, in Social Sciences, Human Services, Criminal Justice, Mental Health and Chemical Dependency or related field
- Combination of training, education, or lived experience working/participating in a program or organization serving individuals experiencing substance abuse, behavioral health or co-occurring disorders, treatment modalities and involved in the criminal justice system
- Knowledge of the criminal justice system preferred
- Excellent computer skills (Microsoft Word, Excel, Outlook, Access)
- Strong written and verbal communication skills
- Valid SD driver's license
- Must maintain strict confidentiality
- Must be willing to attend applicable trainings
- **Must have ability to perform duties remotely with limited supervision; including secure space to perform work responsibilities and document projects completed.**
- Must pass pre-employment drug testing. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during term of employment.

Opening Date: 11/07/22

Closing Date: Until Filled

Native American preference applies. Applications may be obtained from the LBST Human Resources Office, Lower Brule, South Dakota (phone: 605-473-5561)