



COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

P.O. Box 33

Fort Yukon, AK 99740

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www.catg.org

TITLE: Behavioral Health Program Coordinator

LOCATION: Behavioral Health Program, Yukon Flats Health Center – Fort Yukon, Alaska

PURPOSE: Responsible for the coordination and communication between the clinician, BHA Program Manager, BHA village staff and the clients involved in the operation of the Behavioral Health Programs. The position requires direct contact with the village Behavioral Health Aides, Council Members, Treatment Agencies and other individuals involved in the treatment and placement plans for clients.

DUTIES & RESPONSIBILITIES:

1. Reception:

- a. Greet clients and visitors.
- b. Answer, screen and take accurate messages for incoming calls.
- c. Other duties as assigned.

2. Administration:

- a. Oversee overall administrative operation of the Behavioral Health program office.
- b. Record data reporting, filing and confidential information to be filed and recorded in client records.
- c. File and maintain all client folders according to State requirements.
- d. Provide administrative support to the BH programs in other villages when needed.
- e. Provide newsworthy information for the CATG Board Meetings, CATG Newsletter and other publications. Information will be submitted to the Clinic Director for final approval before being sent out.
- f. Collect, record and report the client data information required by the State.
- g. Record, complete and mail out the Medicaid Billing so the agency receives the funds for services provided to clients.
- h. Data entry of client information into Alaska AIMS electronic health record.
- i. Coordinate Crisis Response Team and Quality Improvement Committee meetings and trainings and take meeting minutes.
- j. Coordinate with the Clinician and BH Program Manager to see the expenditures are strictly adhered to in all areas of the BH budget pertaining to travel, training, supplies and other requests from staff that are submitted.
- k. Make staff travel arrangements.
- l. Other duties as assigned.

3. Programming Assistance

- a. Provide assistance in offering programming – including advertising, event setup, cleanup, etc.
- b. Ordering of supplies, equipment, etc. needed for programming efforts.

- c. Assist in the operation of the Addie Shewfelt Building – oversee scheduling, supplying for program needs, and assisting in event coordination.
- d. Other duties as assigned.

MINIMUM EDUCATION QUALIFICATIONS:

High school diploma or G.E.D. completion certificate (required).

MINIMUM EXPERIENCE QUALIFICATIONS:

Three (3) years performing general clerical/administrative duties similar to those in description. An equivalent combination education and/or training may be substituted for experience.

Basic computer skills (working knowledge of Microsoft Office-Word, Excel, PowerPoint, Publisher).

PREFERRED QUALIFICATIONS:

Willing to receive training in Substance Abuse Prevention.

KNOWLEDGE, SKILLS AND ABILITIES:

1. People skills in dealing with clients struggling with personal and confidential issues.
2. Must be able to maintain client confidentiality.
3. Strong organizational and communication skills (oral and written).
4. Strong office management and filing skills.
5. Background in rural Alaska in dealing with professional prevention work.
6. Experience in dealing with Tribal organizations and Tribal members.
7. Flexibility in dealing with daily crisis situations needing immediate attention.
8. Basic skills in budget management and third party billing procedures.
9. Ability to understand and comply with Federal, State and other organizations laws, rules and regulations.

SALARY:

Position pays \$20 per hour.

OTHER:

- Prefer candidate with experience working with or for an Indian Tribe or Tribal Organization.
- Prefer candidate with administrative and supervisory experience within the social service field.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random testing thereafter.

Title:	BH Program Coordinator
Location:	Fort Yukon, Alaska (Yukon Flats Health Center)
Supervision:	YFHC Clinic Director
Classification:	Regular Full-time w/ Benefits
Salary:	