



<b>JOB DESCRIPTION</b>			
<b>Pascua Yaqui Tribe</b>			
<b>Position Title: Care Advocate</b>			
<b>Pay Grade:</b>	7	<b>FLSA Classification:</b>	Non-Exempt

*This description is intended to be generic in nature. Specific duties and responsibilities of the position may be found in the department's Desk Operations Manual.*

**Job Summary:**

The Care Advocate is be responsible for the facilitation of Wraparound Teams; within the Sewa Uusim System of Care, serve as a “case liaison” for families receiving Sewa Uusim services, provide life skills, and cultural support for prevention services.

**Principle Duties and Responsibilities:**

1. Develop and coordinate youth guided and family driven Wraparound Team.
2. Educate participants and community on the wraparound process.
3. Document youth, wraparound progression, specifically member records, service delivery forms, and evaluation forms as necessary.
4. On-call rotation; flexible schedule includes evenings and weekends.
5. Conduct youth and family support groups.
6. Perform other duties of a similar nature or level as requested by supervisor or director.

**Required Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Outreach strategies;
- Community and tribal resources;
- Record keeping techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- HIPAA and confidentiality requirements in a Behavioral Health setting;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills and Abilities:**

- Clear and effective written and verbal communication;
- Community organizing and public speaking;
- Motivate others; group planning, and facilitation;
- Provide support to families in the program;
- Learn a wraparound service philosophy;
- Work on a multi-disciplinary team of providers at all levels of training and experience;
- Provide resources information on other service providers in the area;
- Assist in tasks associated with project evaluation process;

- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**Education, Certifications and Experience Required:**

High School Diploma or GED; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Bilingual English/Spanish preferred;
- Associate Degree is preferred;
- Must possess and maintain a valid Arizona Driver's License.

**Special Requirements:**

- This position will require the incumbent to work non-traditional hours, nights, and weekends;
- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in termination from this position.

**Physical and Environmental Conditions:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Incumbent may be subjected to stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and work space restrictions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Tribal Vehicle Use Policy Notice:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

**Revision Approval Date: 12.12.2017**