



<b>Job Position:</b> Treatment Coordinator	<b>Status:</b> Part-Time/Non-Exempt
<b>Division:</b> Social Services	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> April 16, 2021	<b>Closing Date:</b> May 3, 2021

## Job Posting

### Summary:

The Treatment Coordinator will provide administrative and support services to the Project Director, Licensed Masters Social Worker and the Licensed Professional Counselor (Care Team) in delivering professional treatment of therapy, counseling and live betterment services to tribal citizens that have been impacted by ECOVID pandemic.

### Essential Duties and Responsibilities:

**This posting is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.**

- Provide administrative support to the care service team for case documentation requests from internal and external sources.
- Assist the care team in providing referrals to internal and external treatment facilities and resources
- Document and communicate patient care information to appropriate members of the client service team.
- Assist social worker and counselor with administrative functions, such as answering phones and scheduling appointments and maintaining client records.
- Maintains records management system and document tracking to provide accurate evaluation, control, and assigned/allocated programs.

### Qualifications:

To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

### Education and Experience:

- Must have a high school diploma or GED.
- Must have a minimum of 2 years of experience working in a human service setting and working directly with families and children.



**Certificates and Licenses:**

- Must possess a valid State Driver’s License
- Must successfully pass a criminal background check

**Selection Process:**

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Resumes received after the closing date will not be considered for the position. The Tribe reserves the right to consider candidate(s) for other vacancies.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING AND BACKGROUND INVESTIGATION POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana  
Attn: Human Resources  
150 Melacon Rd.  
Marksville, La. 71351  
HR@tunica.org**

