Ombishkaa Care Coordinator

Job Description

**PRIMARY PURPOSE**

The Ombishkaa Care Coordinator is part of the Ombishkaa Reentry team and works collaboratively to welcome members back into the community through advocacy, mentoring, and peer support. The Ombishkaa initiative empowers community members with resources and indigenous approaches that provide stability, encourages and supports individual healing journeys, increases self-awareness of the impact of intergenerational trauma and promotes a positive, healthy reconnection with family and community.

The Ombishkaa Care Coordinator is a community advocate that encourages members to recognize their personal strengths, self-expertise and self-leadership. The position involves collaborating with internal departments and external partners. In addition, it includes proactively listening, assisting and supporting program members and their families, providing necessities, resources, transportation, housing assistance, legal, medical and other systems advocacy that are determined by the members’ needs.

**DUTIES AND RESPONSIBILITIES**

* Provide one-on-one and group services with a focus on individual goals in re-entry and recovery
* Coordinate and lead support/educational/cultural healing centered community activities
* Build upon members’ strengths to build social connections, cultural healing, personal development, family wellness, and community engagement to grow a connection to self, community and culture
* Mentor and model leadership in achieving goals, meeting responsibilities to family and community, and nurturing relationships with others
* Record keeping of our members’ stories which includes entering data into an online system, keeping records of members’ achievements and progression in the program
* Create, maintain and nurture partnerships to strengthen the availability of tools and resources for members to transition back into community
* Regularly review reentry plans with members; develop realistic goals and assist member complete those goals
* Identify barriers that might prevent member from achieving goals and assist in removing barriers
* Participate in Ombishkaa meetings sharing members’ progress with supervisor and Ombishkaa staff
* Review caseloads and follow up with members to ensure they are abiding by parole recommendations and requirements including Ombishkaa participation
* Responsible for modeling organization collaboration, collective department problem solving and coordinated case management

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**SKILLS/KNOWLEDGE/REQUIREMENTS**

* A Bachelor’s degree in Social Work or relevant field is considered a plus
* An Associate’s degree and relevant work experience
* 3 years’ experience working in community reentry, substance use counseling, housing/homelessness, behavioral health or other relevant settings
* Certification as a peer support specialist preferred or willingness to obtain certification
* Experience working with community members in a supportive mentorship/case management role
* A valid driver’s license and vehicle insurance
* Must be able to pass criminal background check and drug screen
* Knowledge of community resources that support members in crisis including cultural teachings, protocols and ceremonies
* Awareness and experience navigating the probation, parole, and detention systems
* Demonstration of an understanding, appreciation and awareness of the cultural, social and economic diversity within the community being served
* Computer skills to needed to input data and produce program reports/schedules
* Able to remain accountable to our members and following through on organizational responsibilities including maintaining confidentiality, working cooperatively as a member of a team and in a professional manner, etc.
* Data collection; maintain appropriate statistical data for case management, funding requirements, billing/invoicing and progress reports
* Provide reports as scheduled
* Must be proficient with Microsoft Office Suite
* Ability to organize activities and coordinate groups of people
* Ability to work independently and follow-through on assigned tasks
* Ability to problem-solve, make decisions, and manage conflict
* Must be self-motivated, punctual and reliable
* The desire to assist others in need
* Must be able to perform job duties following NWICDC’s mission and vision statements
* Demonstration of an understanding, appreciation and awareness of the Anishinaabe and Native American cultural, social and economic diversity within the community being served
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice

**BENEFITS**

* Employer paid health and dental insurance
* Health savings account; employer contribution
* 10 days of PTO per year, your birthday and one paid floating holiday
* 403b retirement matching contribution following one year of full-time employment and 1000 worked hours
* Continued personal and professional growth
* Flexible schedules consistent with program needs
* Positive work environment that reflects traditional Anishinaabe teachings and family values

***Starting Pay Up To $25 per hour DOQ***

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.*