The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

**POSITION SUMMARY** The Wellness Intervention Specialist (WIS) will assume primary responsibility for performing timely intakes and activities associated with enrollment of a potential participants in the Youth Mental Health Wellness Intervention Program. Develop and implement individual service plans. Assume a caseload through the duration of an enrollee’s service plan and coordinate the care plan with the participants bridge housing case managers. Assure clients are made aware of their rights and that these rights are protected. All work will be done in close coordination with the Bridge Housing Team. This role will be under the supervision of the Social Services Manager.

The WIS provides a culturally competent and strengths-based approach of behavioral health services for all eligible participants in need of acute or chronic mental health treatment and/or substance use treatment.

The WIS provides services focused on linking individuals to needed resources and services. This is accomplished through establishing and maintaining trusting relationships with the Bridge Housing Program participants, property managers and collaborating with community service providers. The services are conducted in the community and include outreach, education, crisis management coordination, case management, life skills and social skill-building workshops, referrals to resources, and transportation support. The WIS is also responsible for tracking and documenting participant engagement and data in order to demonstrate participant engagement and outcomes.

**MAJOR DUTIES AND RESPONSIBILITIES**

**INTAKE & ASSESSMENT:**
- Maintain clear instructions and methods by which referrals may be reliably made by other program staff and potential clients referring themselves.
- Conduct eligibility screening and intake assessment of potential clients.
- Develop individual services plans and client goal(s) and exit plans. Facilitate case coordination and collaborative resources when appropriate.
- Acquire information from client and other sources as psychosocial-environmental assessment
- Obtain ROIs as needed in order to obtain the fullest possible history.
- Identify client strengths, coping strategies, and deficits to be incorporated into the individual service plan.
- Review consent to participate and rights with client; assure client has signed relevant forms.
- Maintain complete and current log demonstrating referrals made and the outcome of each.
• Per client; make referrals to appropriate resources, providers, and traditional providers.
• Provide crisis intervention and risk assessment; tolerate unusual or unpleasant behavior.
  Document services provided.

INITIAL GOAL/TREATMENT PLANNING:
• Develop initial goal planner/treatment plan in compliance with WACs and King County Policy and Procedures. This is to be done in cooperation with the client, as they are able and willing.
• Referring and monitoring on going mental health and/or behavioral health services including telehealth of enrolled participants.
• Create and submit initial crisis plan for after-hours crisis services.

CASE MANAGEMENT:
• Consult, collaborate, and provide care coordination with internal and external care team to ensure continuity of care.
• Case management will primarily be short-term solution-focused tasks. Assist enrolled and potential clients by providing relevant resource information and direct assistance in obtaining key resources such as food, shelter, financial and medical entitlements, hospitalization, health care, etc.

The ideal candidate will possess extensive knowledge and/or experience in the following core competencies:

Knowledge Base
• Providing participants services in the field and collaborating with property managers or owners
• Coordinating participants to mental health, behavioral health, substance use and traditional services with community resources
• Meeting with participants to assess needs, address strengths and deficits, and create individualized service plans for participants
• Facilitating support groups targeting participant needs
• Sharing knowledge with staff about resources, services and how to engage using a strengths-based and harm reduction perspective with participants

Technical Skills
• Data collection and reporting on intervention activities, participant demographics and outcome measures utilizing multiple IT systems
• Proficient use of office software and computer programs

Communication
• Maintain participant confidentiality, HIPAA compliance and maintain a culture of confidentiality
• Effective written and oral communication and meeting participants where they are
• Collaborate and build relationships with participants, case managers, property managers and referral sources

Interpersonal Skills
• Maintaining brief, ongoing communications to develop trust with participants
• Performing effectively and consistently in dynamic situations which require collaboration and professionalism
• Establishing and maintaining healthy boundaries with participants, peers and community partners
• Responding calmly to stressors, knowing when it is appropriate to involve others and multi-tasking as needed
• Collaborating with community partners in the field such as law enforcement, emergency responders, crises responders, court officials, etc.

QUALIFICATIONS:
• Master degree in Social Work from an accredited body of higher education is required.
• Licensed Social Worker by the State Board of Examiners, Licensed Social Work or Licensed Clinical Social Worker or equivalent.
• Minimum of two years successful experience working with youth from diverse backgrounds providing crisis intervention counseling and case management.
• Experience in residential program setting preferred.
• Must possess excellent communication skills, verbal and written.
• Must have knowledge and understanding of addictions and recovery process.
• Possess knowledge of and cultural sensitivity to the needs of Native American Youth.
• Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
• Must pass a criminal background investigation.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:
• Ability to work independently to meet deadlines and provide timely follow-up.
• Must be available to work within flexible schedule that may include evening and weekends.
• Demonstrated de-escalation and crisis intervention skills.
• Ability to maintain privacy and security of confidential data, documents and information.
• Computer skills required.
• Ability to engage with a diverse population and provide appropriate services.
• Ability to work with others in a team to reach goals/further mission, as well as provide support to other team members as needed.
• Valid Driver’s license

KEY COMPETENCIES
• Knowledge of homelessness and how it impacts our communities.
• Cultural competency/humility with diverse populations and their journeys.

SPECIAL REQUIREMENTS: Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

• Pass a basic criminal history background inquiry.
• Valid U.S. driver’s license.
• Complete required training and certifications for job, including CPR/First Aid, HIPAA, Motivational Interviewing, Harm Reduction, Positive Youth Development, Trauma Informed Care within 90 days of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee
encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Wellness Intervention Specialist

Signature: __________________________
Date: __________________

Program Manager / Director

Signature: __________________________
Date: __________________