Sisseton-Wahpeton Oyate

Job Description

Job Title: Admissions/Data Entry Coordinator

Reports to: Richard Bird, Dakotah Pride Program Manager

Job Summary:

To improve the continuum of chemical dependency services being provided by Dakotah Pride Center. To provide clerical support to the Dakotah Pride Center staff. The Admission / Data Entry Coordinator shall be supervised by the Program Manager/Clinical Supervisor and shall be subject to the Sisseton-Wahpeton Oyate policies and procedures.

Essential Functions:

1. Coordinate and process client admission treatment applications to Dakotah Pride Center.
2. Refer individuals to other treatment facilities and maintain their progress.
3. Handle intake for chemical dependency evaluations.
4. Aid in arranging transportation to other treatment facilities.
5. Participate in administrative and client screening meetings.
6. Organize client applications for screenings and selection process.
7. Maintain copies of all required client applications and assessments and provide admissions packets to individuals upon request. Assist individuals with obtaining the appropriate forms, answer general questions regarding the application and admissions process, refer clinical or assessment –related questions to appropriate staff.
8. Mail or fax applications and assessment packets to individuals, referral sources, jails, and other facilities as needed.
9. Actively work with all treatment agencies and court systems to assist in treatment placement.
10. Perform receptionist duties: i.e., answer and route telephone calls, receive and direct persons coming into the office.
11. Perform secretarial services, (typing, filing, routing and routine errands).
12. Log, sort, route all in-coming mail. Prepare out-going mail and insure mail gets to the post office on a daily basis.

Additional Responsibilities:

1. Collects client information from Dakotah Pride Center staff, enters it into databases, and then maintains and updates the databases. Database systems include: Oaktree, South Dakota STARS, Dakotah Pride Center Management Information System (MIS), referrals

to Contract Health Service treatment facilities, and all other client management information systems utilized by or developed for the program.

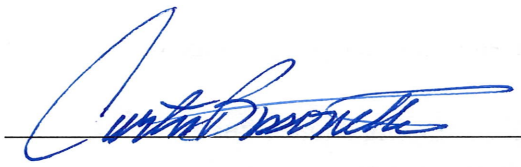
2. Ensures clinical files are maintained accurately, including all data necessary for auditing, clinical care reviews, and/or retrieval.
3. Coordinate outcome and follow-up services by contacting discharged clients to track progress since leaving treatment.
4. Prepares and generates reports from the databases and client information systems and disseminates these at the direction of the Program Manager.

Job Qualifications:

1. High School diploma or GED certificate.
2. A.A. degree in chemical dependency counseling or administrative studies preferred.
3. Must have experience working in an office setting.
4. Must have experience working with computers; preferably Microsoft Office, Microsoft Word, Microsoft Excel and Microsoft Publisher for Windows.

Job Requirements:

1. The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
2. Ability to relate, understand and respect clients with substance abuse issues.
3. Must have one year of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
4. Must have a valid driver's license and a valid SWO tribal driver's license.
5. Must have a telephone within the first 30 days of employment and maintain it.
6. Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).

Approved  Date 10/30/24