



NATIVE AMERICAN OUTREACH ADVOCATE

Position Number: #11-045

Starting Salary: \$30,681

Application Deadline: Open Until Filled

Required Documents: Resume, cover letter, and application

General Summary:

Under the supervision of the Family Outreach Services Supervisor, the goal of the Native American Outreach Advocate is to empower and to foster the self-sufficiency of families and individuals in the Native American community. Employees in this job perform a variety of duties involving Native Americans to assure access and accessibility to health care services through a medical home and organized system of care. The Native American Outreach Advocate works at the grassroots level making home visits, assessing client needs, and making referrals to service providers. They provide assistance in making appointments, transporting clients to a health facility, and facilitating effective communication with health care providers. The Native American Outreach Advocate also assists clients in accessing other needed services and resources available in the community.

Essential Functions:

1. Performs various outreach activities, contacting prospective program participants by mail, telephone, or in person to inform them of services available through the health department and other service providers and encourage them to participate.
2. Conducts interviews to assess needs and assists families in developing plans to address them.
3. Understands the mandates of the Indian Child Welfare Act for Native American families, and advocates on client's behalf.
4. Assesses client needs and makes referrals to service providers for problems in Native American families and advises where family member(s) can go for help, such as medical and mental health services, etc.
5. Assists in resolving immediate and long-range problems such as health, employment, housing, and education by providing information about community resources and making referrals.
6. Assists clients in accessing health/medical services, housing, and other needed services.
7. If necessary, may transport clients to special needs classes/agencies such as substance abuse clinics, parenting classes, Friend of the Court, or "safe" houses as necessary to lend support or to advocate on the client's behalf.
8. May serve as a witness in court hearings on behalf of the Native American community and on behalf of Native American children regarding foster child adoptions.

9. Works with the Family Outreach Services Supervisor to provide presentations to various volunteer, civic, and public organizations to educate about the special needs of the Native American community.
10. Works with Family Outreach Services Supervisor to develop presentations for various Indian community organizations to empower them to understand and access service bureaucracies.
11. Refers Native American families to agencies for assistance regarding such issues as child rearing, education, immunizations, substance abuse among children and adolescents, teenage pregnancy, etc.
12. May assist with completing forms for genealogical research and gathering information from various tribes for determination of tribal membership and tribal identification.
13. Maintains good working relations with other community agencies and advocates for program participants.
14. Serves as a liaison between the Native American community and agencies and organizations such as Ingham County Health Department, Department of Human Services, Salvation Army, Michigan Indian Legal Service, Michigan Indian Child Welfare Agency, Michigan Indian Employment and Training Services, Intertribal Council, Indian Education Programs, Woodland Indian Community Center, Capital Area Community Services, tribes, and others.
15. Arranges transportation or, if necessary, may transport clients to appointments with health care providers and social service agencies or to other special needs classes/agencies such as substance abuse clinics, parenting classes, Friend of the Court, or “safe” houses.
16. Attends local Native events such as Powwows, programs, etc.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or equivalent

Experience: One to six months of experience with the social services or public health systems or Indian country programs.

Other Requirements:

- Must be culturally competent regarding the Native American community and concerned for the future of the Native American population.
- Must have the ability to understand, communicate with, and establish rapport with Native American people in the area.
- Must have knowledge of the socio-economic, cultural patterns and backgrounds of Native American customs, particularly those tribes of Michigan.
- Must have knowledge of community resources available for providing assistance to Native American families including county, state, and federal agencies providing health services, housing and employment assistance and other types of public assistance.

- Must have knowledge of federal legislation that pertains to or affects the Native American community.
- Must have knowledge of the Indian Child Welfare Act.
- Must have knowledge of and ability to conduct extensive genealogical research for the determination of tribal membership.
- Must have the ability to work independently, to organize work and establish priorities.
- Must have the ability to properly document activities and to maintain confidentiality.
- Must have knowledge of “safety issues” when making home visits.
- Must have knowledge of Protective Services system and resources.
- Must have the ability to operate standard office equipment such as a personal computer, keyboard, telephone, fax machine, etc.
- Possession of a valid Michigan Chauffeur’s Driver’s License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to travel throughout the area.
- Ability to walk over uneven surfaces to access homes.
- Ability to climb stairs to access homes.
- Ability to provide physical assistance as required.
- Ability to access office files.
- Ability to operate an automobile.
- Ability to carry and operate audiovisual equipment.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions and travels throughout the county to access program participants in their homes.
- Considerable travel within Ingham County may be required.

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