



## KEE CHA'A-NEYR CORPORATION JOB DESCRIPTION

### WELLNESS CASE WORKER

**Location:** Northern California  
**Organization:** Kee-Cha-E-Nar Corporation (KC), Yurok Tribe  
**Reports to:** CalAIM Manager  
**Employment Type:** Full-Time (32 Hours)  
**Salary Range:** \$42,997.76 - \$78,291.20

#### Organization Overview

Kee Cha'a-neyr (KC), meaning "It Will Be New," is a nonprofit organization established by the Yurok Tribe for public and charitable purposes. KC is dedicated to advancing justice and promoting community well-being by supporting the essential programs and services of the Yurok Tribal Court. Projects and initiatives include cultural engagement and mentorship, wellness, recovery, and reentry support, transformational housing development, advocacy and action for Missing and Murdered Indigenous Peoples (MMIP), and support for victims of crime. Our mission is to strengthen tribal sovereignty and foster healing through collaborative efforts that uphold culturally grounded legal initiatives. See <https://keechaenar.org/> for more information.

#### Position Summary

The Wellness Case Worker will manage an ongoing caseload of adult Yurok community members engaged in reentry and recovery. This role is essential to supporting the health and wellbeing of individuals served by KC and/or Yurok Tribal Court programs. The Case Worker provides direct case management services, coordinates care and connects participants to culturally appropriate resources for the treatment of Substance Use Disorder and other behavioral, physical, mental health, and social needs. The ideal candidate is compassionate, organized, and deeply committed to promoting holistic wellness within the Yurok community. The Wellness Case Worker will provide Community Supports and serve as a non-clinical Care Team Member under CalAIM Enhanced Care Management (ECM). This position provides culturally responsive, trauma-informed care coordination, participant engagement, referrals, and follow-up for CalAIM-eligible adult participants. Services are non-duplicative, non-clinical, and delivered in coordination with the participant's assigned Medi-Cal Managed Care Plan, Partnership HealthPlan of California (Partnership) and ECM Lead Care Manager. The Case Worker will also engage in community outreach and education in the Yurok community to increase community education and awareness of opioid use disorder and other substance use disorders.

#### Key Responsibilities

1. Support eligible participants in accessing CalAIM Community Supports, including:
  - a. Housing Navigation
  - b. Housing Tenancy & Sustaining Services
  - c. Housing Deposits
  - d. Transitional Rent
2. Coordinate with Partnership care managers and document all care coordination activities.
3. Complete CalAIM-required assessments and progress notes within required timelines.
4. Participate in case conferences with Managed Care Plan.
5. Conduct intake interviews and assessments to identify participant needs, strengths, and goals.
6. Develop individualized wellness plans in collaboration with participants to address treatment and recovery needs.

7. Provide ongoing case management, including follow-up, advocacy, and referrals.
8. Connect participants to community resources including treatment, recovery, housing, food assistance, healthcare, mental health services, and employment support.
9. Maintain accurate and timely documentation in accordance with program standards and confidentiality requirements.
10. Collaborate with internal teams and external partners to ensure coordinated care.
11. Facilitate workshops, support groups, or educational sessions as needed.
12. Monitor participant progress and adjust service plans accordingly.
13. Participate in team staffing meetings, trainings, and program development initiatives.

## Qualifications

1. Strong knowledge of community resources and systems of care.
2. Excellent written and verbal communication, organizational, and interpersonal skills.
3. Ability to work independently and as part of a multidisciplinary team.
4. Commitment to culturally integrated healing and trauma-informed care.
5. Proficiency in basic computer skills required.
6. Experience with Microsoft Office Suite and case management software preferred.
7. Experience working with little or no supervision.
8. Experience handling confidential information with discretion.
9. Must understand the meaning and responsibility of confidential information.
10. Ability to manage multiple priorities with attention to detail and deadlines.
11. Ability to communicate tactfully with participants, employees, general public, and Council.
12. Familiarity with tribal governance or experience working with Indigenous communities preferred.
13. Required Training:
  - a. CalAIM ECM & Community Supports Overview
  - b. HIPAA & 42 CFR Part 2 Compliance
  - c. Trauma-Informed Care
  - d. Cultural Humility / Cultural Competency
  - e. Mandated Reporting (youth roles)
14. Preferred Trainings:
  - a. Motivational Interviewing
  - b. Harm Reduction Practices
  - c. Housing First Principles

## Education & Experience

1. **Minimum:** High school diploma or equivalent plus 2 years of experience in case management, social services, or wellness programming.
2. **Preferred:** Associate or bachelor's degree in addiction science, social work, psychology, Public Health, or related field plus 2 or more years of experience in case management, social services, or wellness programming.
3. Equivalent combinations of education and experience are acceptable.

## Work Environment

1. This position is primarily field-based, with some in-office responsibilities required. If KC acquires a physical office, the role may transition to full in-office work with 90 days' notice.
2. Flexibility in scheduling is essential, as evening and weekend hours may be necessary to meet community needs and participate in cultural events.
3. The role involves handling sensitive and confidential information, requiring discretion and adherence to privacy standards.

## **Compensation & Benefits**

1. Competitive salary based on experience.
2. 32-hour work week.
3. Health, dental, and vision insurance.
4. Paid time off and holidays.
5. Professional development opportunities.

## **Conditions of Employment**

1. All applicants are subject to the Yurok Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on KC's insurance policy.
3. Ability to work with all phases of community in confidential, non-judgmental manner.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to program participants, contractors, and other employees of KC and the Yurok Tribe. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - a. Close vision (clear vision at 20 inches or less).
  - b. Color vision (ability to identify and distinguish colors).
  - c. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - d. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

## **Application Instructions**

Please submit a KC Application for Employment, available at <https://keechaaneyr.org>, along with supporting documentation, via email to the hiring committee at [kcen@yuroktribe.nsn.us](mailto:kcen@yuroktribe.nsn.us). Applications will be reviewed on a rolling basis.

**Hiring Certification**

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all KC policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
KC Board Chairperson Signature

\_\_\_\_\_  
Date