

YUOK TRIBE-JOB DESCRIPTION
Program Outreach Manager

Job Title:	Program Outreach Manager				
Job Grade	10/11	FLSA Status:	Exempt	Location:	All Areas
Department:	Ner-gery-ker-pew Client Services		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Client Services Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$61,880.00- \$80,724.80/\$67,516.80-\$88,088.00				

POSITION SUMMARY:

Under general supervision of the Client Services Director, Incumbent is responsible for the supervision and coordination of personnel and programs within Program Outreach Services of the Health and Human Services (HHS) Division with an emphasis on Yurok Tribe TANF Program (YTTP) Incumbent will keep programs in compliance with Tribal and funder regulations and policies. Incumbent will oversee the coordination of all site activities and will work closely with program staff to ensure all program activities are in accordance with regulations and policies and procedures. Incumbent will conduct needs assessments for the Indian community. Incumbent will be responsible for working with community partners to develop partnerships to expand community service options for clients and families.

DUTIES AND RESPONSIBILITIES:

1. Coordinate, collaborate, and plan events to ensure community and site activities are performed and budget.
2. Develop community partnerships in an effort to provide better services to clients.
3. Conduct community needs assessments to better plan activities and trainings to determine priorities and ensure work performed meets the needs of the community.
4. Meets with other HHS Managers and employees on a group and individual basis to collaborate on upcoming projects, trainings, needs, and services.
5. Works closely with TANF Manager to collaborate and coordinate TANF purposes 3&4 budget, prevention, and program needs.
6. Collaborates with other management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
7. Participates in special studies or research projects as assigned by the Department Director.
8. Prepares written correspondence, reports and other documents related to HHS program activities and mandated federal and state reports.
9. Prepare budget for the Program Outreach Services and insure money is spent appropriately.
10. Development of policies and operating procedures.
11. Plans and develops grant applications per the department's goals and objectives.
12. Develops and recommends plans consistent with the overall mission of the Tribe's HHS programs.
13. Development and maintenance of necessary systems and procedures to assure implementation of program coordination.

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14. Assists in the control and coordination of operations and activities and approved departmental action plans.
15. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Incumbent performs the full range of supervisory duties and responsibilities which includes assigning, developing, training, supervising, and evaluating program staff and their work. Assists in the review and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

MINIMUM QUALIFICATIONS:

- Two years of Supervisory Experience
- Experience in coordination of community events
- Ability to understand and implement laws, rules and regulations governing social service programs.
- Knowledge and skills in the principles of supervision, training and instructional methods and techniques.
- Ability to exercise sound judgment when organizing, directing, prioritizing and assigning activities including selecting, training, supervising, evaluating and disciplining subordinate staff.
- Demonstrated strong computer skills with three plus years using Microsoft Office or similar software and including a strong working knowledge of automated database systems such as MS Access or similar database.
- Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
- Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

EDUCATION/EXPERIENCE:

Bachelor's degree in human services field or a related field and three years of supervisory experience.

Equivalent combinations of education and experience may be

considered. CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

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3. Must pass a background investigation and fingerprint clearance.
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 customers, clients, and other employees of the organization. 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 occasionally 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 50 pounds.
8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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 Yurok 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 #

Supervisor Signature

Date