

YUROK TRIBE-JOB DESCRIPTION
Project Coordinator

Job Title:	Project Coordinator	Job Grade	7/8
Department	YHHS	Location	Klamath, Eureka, Weitchpec
Reports To:	Child & Family Services Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$22.70-29.62/\$24.88-32.47		

POSITION SUMMARY:

The Project Coordinator plans, implements and coordinates family and youth programs, projects, services, and resources that include: opioid prevention and intervention, cultural interventions, implements project goals and objectives, substance abuse education/outreach, housing services, and other at risk intervention programs and services. Provides and ensures service delivery that is inclusive of traditional knowledge, self-sufficiency skills, daily living skills, and overall family and/or youth wellness. This position shall maintain a friendly, congenial disposition at all times and will provide strength-based services. The Coordinator is responsible for the supervision of staff under the program and managing the day to day tasks.

DUTIES AND RESPONSIBILITIES:

1. Responsible for developing and implementing YHYS components of Tribal Wide Action plans and assigned grant programs.
2. Participates and may co lead in the Yurok Justice Advisory Board, Yurok TAP, Yurok Wellness Coalitions, YHHS advisory group, and other advisory/MDT committees.
3. Works with partnering agencies to develop relationships and formalized agreements.
4. Researches, plans, and develop age/culturally appropriate outreach, prevention, and intervention strategies and activities based on data and community needs.
5. Collaborates with the Family Advocates, family members and/or identified youth to conduct all necessary assessments that form the basis of the development of the family and youth empowerment plans.
6. Assist subordinates in the development and fulfillment of family/youth empowerment plans, including the creation of volunteer opportunities for youth and adults to serve needy elders and to mentor at risk youth.
7. Ensures that subordinates assist families and youth in the fulfillment of identified wellness goals, and makes all appropriate referrals for further evaluation and treatment of identified mental health, substance abuse, and/or family violence challenges.
8. Supervises, train, and coach staff to effectively Facilitates development of traditional knowledge and self-sufficiency skills for and youth including coordination of weekly cultural activities.
8. Records and files for clients and performs necessary administrative duties.
9. Ensure program data collection, tracking, monitoring, and reporting is completed timely and utilized to analyzing program development.
10. Responsible for submitting required reports to funding agency, advisory boards, and

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Tribal Council.

11. Ensures documentation of all contact with program participants in the identified data base.
12. Ensure confidentiality is adhered to at all times regarding clients, working in the community, and data sharing.
13. Conduct professional behavior and communication with participants and co-workers
14. Facilitate / conduct participant trainings.
15. Completes other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities for program staff. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

MINIMUM QUALIFICATIONS:

1. Knowledge of Yurok history, cultural and language. Including cultural values ceremonies, traditional ecological knowledge; food gathering, tool making, regalia making, language, etc.
2. Socio-economic conditions and trends.
3. Principles of individual and group behavior.
4. Current issues in the field of social welfare pertaining to youth and trauma.
5. Principles of interviewing and problem-solving methodology.
6. Principles and techniques of interviewing and charting on individual or group.
7. Must possess the ability to establish and maintain effective working relationships with partnering agencies, youth, staff, and community notes.
8. The ability to work as part of a strength based team.
9. Demonstrated Ethical judgment in decision making.
10. Intermediate skill and knowledge of computer terminology and the ability to navigate through computer screens and complete and review basic computer documents and other forms.
11. Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
12. Demonstrated skills in crisis intervention, case management, client confidentiality, providing counseling referrals to clients, and providing training in self-help skills, typically gained by working at least one year in a social-services related field.
13. Flexible work schedule is required, to include evening and possible weekend hours as needed to provide services, training and presentations to families as well as other community events.
14. Ability to calculate figures.

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EDUCATION/EXPERIENCE:

Grade 7: A bachelor degree in a Behavior Science, Social Science or closely related field and six months of supervisory experience or 6 years of progressively responsible casework experience and six months of supervisory experience.

Grade 8: A bachelor degree in Behavior Science, Social Science or closely related field and one-year experience equivalent to the next lower grade level. In addition, six months of supervisory experience.

Equivalent combinations of education and experience are qualifying for all grade levels of this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.
3. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
5. Must pass a comprehensive background check.
6. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
7. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
8. 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.
9. **LANGUAGE SKILLS:** Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
10. **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.
11. **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 20 pounds.

