

YUROK TRIBE-JOB DESCRIPTION
Youth Prevention Specialist

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| Job Title: | Youth Prevention Specialist | Pay Grade | 6/7 |
| Department | Tribal Child & Behavioral Health | Location | All Areas |
| Reports To: | Clinical Coordinator | FLSA Status | Non-Exempt |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE | | | |
| Salary Range | \$20.67-26.97/\$22.70-29.62 | | |

POSITION SUMMARY:

Promotes the Mission and Values of Yurok Tribal Child and Family Welfare through prevention activities, projects, education, and advocacy. Encourages youth-guided system development and implementation. Supports continuity of youth services through collaboration with other Tribal Departments.

DUTIES AND RESPONSIBILITIES:

1. Deliver consistent culturally relevant activities that promote resiliency and healing through connection to land, environment, and ceremonial values (Traditional Yurok values).
2. Provide monthly educational workshops for youth and families that address adversities within our communities.
3. Provide prevention activities that promote TANF purposes 3 and 4.
4. Promote safe spaces for youth healing and storytelling.
5. Develop and maintain Youth leadership group.
6. Provide one on one and group mentoring.
7. Provide direct life skills development and advocacy for individuals in need.
8. Make appropriate agency referrals.
9. Work directly with TANF caseworkers and ICW Social workers for referrals and recruitment.
10. Other duties as assigned or delegated.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.
2. Knowledge of prevention and intervention programs.
3. Experience working with tribal youth.
4. Experience with group presentations and/ or public speaking
5. Ability to work with all phases of community in confidential, non-judgmental manner.

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6. Ability to use initiative and independent judgment within established guidelines and procedures.
7. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information including teaching and/or public presentations.
8. Be able to follow and sign professional code of ethics and conduct.
9. Ability to organize own work, set priorities and meet critical time deadlines.
10. Prefer applicant to-have excellent computer skills that include: Competence in Microsoft programs such as publisher, movie maker, excel, word, etc.
11. Troubleshooting and solving hardware and software problems.

EDUCATION/EXPERIENCE:

Grade 6: Three years above high school or one year equivalent to at least the next lower grade level or an Associate degree from an accredited college or university and two (2) years of experience. Experience should be as described in minimum requirements.

Grade 7: Four years above high school or one year equivalent to at least the next lower grade level. Experience should be as described in minimum requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described below.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. Must sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.

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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. Familiarity with the Yurok Language is preferred.
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.
12. 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