



Yurok Tribe

Job Description

JOB TITLE:	Community Outreach Specialist-Opioid		
JOB GRADE:	6/7/8	REPORTS TO:	Wellness Program Manager
STATUS:	Non-Exempt	LOCATION:	Klamath/Weitchpec/Eureka
DEPARTMENT:	Tribal Court	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$20.67-\$32.47		

POSITION SUMMARY:

Under the supervision of the Wellness Program Manager the Community Outreach Specialist will assist in the implementation of all education, prevention, and outreach aspects of the Wellness Coalition program's goals and objectives.

DUTIES AND RESPONSIBILITIES:

1. Coordinate with departments, contractors, and program staff to expand access to Medically Assisted Treatment (MAT) services.
2. Facilitate and advertise community events, trainings, and wellness gatherings by budgeting, planning, shopping, setting up, cooking, cleaning up, facilitating, and documenting attendance.
3. Assist in developing and adopting local opioid policies and procedures such as access to tribal specific data, promoting safe prescribing, and access to alternative pain management options.
4. Assist in increasing access to care and services for high-risk populations such as MAT assistance in jails and among pregnant mothers.
5. Effectively advertise and recruit attendance for opioid reversal training and other harm reduction services; follow up with effective reporting and accurate statistical monthly, quarterly, and annual reports.
6. Assist in the development of innovative strategies to promote the prevention of unhealthy and unproductive behaviors in the local Yurok Tribal Community (topic areas could include domestic violence, sexual assault, opioid use disorder, suicide, drug and alcohol abuse, teen pregnancy prevention, etc.).
7. Assist in the development of culturally relevant educational and outreach materials.
8. Attend department meetings and other required meetings/trainings as needed to engage the community and outside agencies in the prevention efforts of the department.
9. Assist in the preparation of baseline criteria, problem assessment and evaluation of the program accomplishments as it relates to opioid use disorder and other related services.
10. Develop materials for schools, training, and community education meetings.
11. Assist in coordination of monthly community and agency meetings to promote awareness and prevention such as the Wellness Coalition.
12. Assist in maintaining records and information on project activities and other program information as needed. Assist in the compilation of monthly reports, quarterly reports, and semi-annual reports to the Yurok Tribal Court Director, funding agencies, and the Tribal Council when needed.
13. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. G6: Highschool diploma or GED with three years specified experience.
2. G7: Highschool diploma or GED with four years specified experience.
3. G8: Bachelor's degree in related field with one year job specified experience.

4. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
5. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Prefer applicant to have excellent computer skills that include Competence in Microsoft programs such as publisher, movie maker, power point, excel, word, etc. and be able to troubleshoot and solve hardware and software problems.
2. Ability to use initiative and independent judgment within established guidelines and procedures.
3. Ability to organize your own work, setting priorities and meeting critical time deadlines.
4. Ability to communicate effectively with co-workers, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information including teaching and/or public presentations.
5. Knowledge of prevention and intervention programs.
6. Ability to work with all phases of community in confidential, non-judgmental manner.
7. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image. Must be able to sign and follow professional code of ethics and conduct.
8. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol 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.
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.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date