

YUOK TRIBE-JOB DESCRIPTION
Resource Development Coordinator

Job Title:	Resource Development Coordinator	Job Grade	7/8
Department	Yurok Health & Human Services	Location	Klamath, Eureka
Reports To:	Program Outreach Services Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$22.70-29.62/\$24.88-32.47		

POSITION SUMMARY:

The Resource Development Coordinator plans and coordinates development of family and youth resources including: traditional knowledge, self-sufficiency skills, daily living skills, and overall family and youth wellness. This position shall maintain a friendly, congenial disposition at all times and will provide strength based services. Strict confidentiality is required of the incumbent in this position.

DUTIES AND RESPONSIBILITIES:

1. 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 empowerment plans.
2. Assist families and/or youth in the fulfillment of family empowerment plans, specifically work participation hours, including the creation of volunteer opportunities for youth and adults to serve needy elders and to mentor at risk youth.
3. 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.
4. Facilitate wraparound services for identified families.
5. Facilitate development of traditional knowledge and self-sufficiency skills for families and youth including coordination of weekly cultural activities.
6. Facilitate development of educational, employment, and general life skills for families including development of training seminars, certification courses, tutoring and study groups.
7. Evaluate success of trainings and continually improve offerings to meet objectives and program needs.
8. Maintains training records and files for clients and performs necessary administrative functions.
9. Coordinate, and facilitate as necessary, prevention wellness activities for families and youth including facilitation/coordination of trainings and groups as identified by community needs which may include, parenting, budgeting, healthy relationships, stress management, trauma identification, and coping.
10. Coordinate summer employment program including youth recruitment, development of job placements, conducting youth skills assessments, and the provision of employment readiness training.
11. Provide monthly reviews to monitor progress of family empowerment plans in collaboration with the Family Advocate.

YUROK TRIBE-JOB DESCRIPTION
Resource Development Coordinator

12. Document all contact with program participants in the identified data base.
13. Provide transparent services and open communication in explaining program regulations, rules, and policies to program participants and keep participants informed of their rights, responsibilities, and eligibility for participation.
14. Maintain strict confidentiality at all times.
15. Conduct professional behavior and communication with participants and co-workers
16. Participate in annual training in mandated reporting, confidentiality, or other identified trainings.
17. Provide individualized services to program participants that are based on the needs of the family and children.
18. Act as an advocate for program participants in interactions with other service entities.
19. Problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.
20. Facilitate / conduct participant trainings.
21. Other related duties as required.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory functions or responsibilities.

MINIMUM QUALIFICATIONS:

- Knowledge of strength based case management
- The ability to work as part of a strength based team.
- Ethical judgment in decision making
- 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.
- Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.
- Demonstrated skills in crisis intervention, providing counseling referrals to clients, and providing training in self-help skills, typically gained by working at least one year in a social services or employment environment.
- 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.
- Ability to calculate figures and amounts to perform eligibility determinations such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

YUROK TRIBE-JOB DESCRIPTION
Resource Development Coordinator

EDUCATION/EXPERIENCE:

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

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.
12. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).

YUOK TRIBE-JOB DESCRIPTION
Resource Development Coordinator

- 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