YUROK TRIBE-JOB DESCRIPTION
Trauma Coach

Job Title: Trauma Coach
Job Grade: 10  FLSA Status: Non-Exempt  Location: Eureka/Klamath/Weitch
Department: Education Department  Division: NER-GERY ‘Oohl’, Helping Yurok People - Health & Human Services
Reports To: Education Director

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE
Salary Range: $29.75-$38.81

POSITION SUMMARY:

Under general supervision of the Education Director or Assistant Education Director the incumbent will carry a complex case load involving individuals and families through the provision of prevention and intervention services; performance of assignments involving helping children and families with treatment and specialized application of trauma informed practices, methods, and skills in the recovery from trauma and inter generation trauma. Individual must be energetic, forward thinking and practice from a trauma informed perspective with high ethical standards and an appropriate professional image.

DUTIES AND RESPONSIBILITIES:

1. Conduct case studies, risk, and safety assessments; psychosocial assessments and strengths and needs assessments to determine trauma informed needs of clients.
2. Develop case plans and provide assessments; develop professional working relationship with families; and advocate for Yurok children/elders and vulnerable adults in accordance with Yurok policies, programs, funding, and traditions under supervision.
3. Provide basic education to others on the impacts of Trauma, its symptoms, behaviors, causal factors, transmission and remedies and helpful treatment strategies.
4. Provide training to others on Trauma informed practices to fellow staff, education staff, organizations, parents, students, schools and others.
5. Provide to trauma informed mitigation and recovery strategies to students, parents, fellow staff, schools and other organizations.
6. Implement culturally relevant prevention and intervention services that reduce risk and increase protective factors for an identified program and target population.
7. Make verbal and written recommendations to the schools, school districts, court on foster care placements, guardianships, termination of parental rights and various issues involving the Indian Child Welfare Act, tribal laws, and other related laws/programs based on assigned case load.
8. Provide Educational advocacy for school aged children and youth.
9. Conduct concurrent planning for all children in foster care.
10. Assist in the facilitation of community engagement sessions, groups and team meetings, and workshops.
11. Interpret the policies, rules, and regulations to applicants and target population.
12. Prepare and maintain case records and program reports.
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13. Maintain confidential information in accordance with legal standards.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS:

Knowledge of:
1. Current issues in the field of trauma informed practices.
2. The general principles of public assistance policies and programs.
3. Principles and techniques of interviewing and recording of trauma and intergenerational trauma.
4. Proficient with computers and Micro-soft Office or similar programs.
5. Must possess the ability to establish and maintain effective working relationships with clients, staff, and community.
6. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.
7. Community resources providing social services and protection for Tribal families.
8. Socio-economic, cultural patterns, and associated backgrounds to Tribal customs.
9. Safety issues pertaining to home visits; potential for and acknowledgement of dangerous situation.
10. Awareness of symptoms/problems related to Trauma, alcoholism and drugs, and how to advise families on assistance/intervention.
11. Interpersonal skills, using discretion, patience, and courtesy.
12. Effective and appropriate Public Relation techniques.
13. Effective and appropriate oral and written communication skills.

Ability to:
1. Coordinate resources and communication to meet identified Tribal Social needs, assuring effective and sufficient services.
2. Conduct extensive genealogical research for the determination of Tribal community.
3. Understand, communicate with, and establish rapport with Tribal community.
4. Establish and maintain contact with community resources, which provide social services and assistance.
5. Prepare required reports and maintain records and files per the Departmental guidelines.
6. Assure proper and timely resolution of issues and problems.
7. Interpret, apply, and explain related policies and procedures.
8. Maintain confidentiality.
9. Work independently with moderate direction.
10. Communicate effectively with coworkers and community partners
11. Communicate effectively, orally and within written work.
12. Organize and establish priorities.
13. Operate a computer and other assigned office equipment.
14. Be able to follow and sign professional code of ethics and conduct.
15. Must be able to sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.
16. Advocate on behalf of the Tribe and its children, youth, elders and families.

**EDUCATION/EXPERIENCE:**

Grade 10: Requires a four-year degree in Social Work, Counseling or Psychology from an accredited university plus three years’ work experience preferably in case management or a Masters Degree.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver’s License and be insurable under the Tribe’s policy.
4. Must pass a background investigation and fingerprint clearance in compliance with the Yurok Tribe Comprehensive Background Check Policy.
5. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
6. Must pass a criminal background check and not have any criminal convictions against children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud.
7. Must be able to meet expectations and performance as listed in job duties and responsibilities.
8. Requires travel and occasional work outside of regular work schedule
9. **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.
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 to 50 pounds.
12. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
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- 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).

13. **Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, school environment, court environment, community centers and client homes
- Driving a vehicle to conduct work

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