Yurok Tribe
Job Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Tribal Child Welfare Court Coordinator</th>
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<tbody>
<tr>
<td>JOB GRADE:</td>
<td>8</td>
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<tr>
<td>REPORTS TO:</td>
<td>Tribal Child Welfare Manager</td>
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<tr>
<td>STATUS:</td>
<td>Non-Exempt</td>
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<tr>
<td>LOCATION:</td>
<td>All Areas</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Tribal Child Welfare and Behavioral Health</td>
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<tr>
<td>DIVISION:</td>
<td>Health and Human Services</td>
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<tr>
<td>SALARY RANGE:</td>
<td>$24.88-$32.47</td>
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POSITION SUMMARY:
Under the general supervision of the Tribal Child Welfare Manager, the Court Coordinator will perform specialized administrative work in the day-to-day coordination of staff, programs, and activities as related to Court Functions. The coordinator will also assist the Tribal Child Welfare Manager in planning, developing, and implementing new programs determined necessary by the Department, Yurok Health and Human Services Advisory Board and Yurok Tribal Council.

DUTIES AND RESPONSIBILITIES:
1. Development of policies and operating procedures for the Tribal Child Welfare Court programs and services.
2. Implement internal and external reporting systems and procedures for monitoring and controlling programmatic activities.
3. Development of program staff career and training plan requirements designed to improve the job-related effectiveness of each employee.
4. Monitor the day-to-day case management operations of court systems to ensure service provision is conducted in a timely and effective manner.
5. Ensure client case files are up to date with applicable program requirements.
6. Serve as the lead for Court Coordination during client case staffing and attend regular court hearings.
7. Prepare Calendar and Tracking Database as requested for members of the Court for both County and Tribal Court Hearings.
8. Attend and participate in conferences, meetings and committees as the Family Wellness Court representative.
9. Oversee and complete necessary intake and orientation on all new Family Wellness Court clients.
10. Monitor, initiate, and coordinate client interactions with Family Wellness Court hearings.
11. Maintain general knowledge of addiction.
12. Serve as liaison between all applicable Family Wellness Court team members and applicable outside agencies.
13. Attend Yurok Health and Human Services Advisory Board meetings when needed to provide updates on the Court activities.
14. Provide guidance and coordination of Family Wellness Court family mentors.
15. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:
1. Bachelor’s degree in related field with one year job specified experience.
2. Candidates with equivalent combinations of education, training and experience will be considered.
SUPERVISORY RESPONSIBILITIES:
Provide coordination to Family Advocate case managers, family mentors, and advocates. Incumbent will perform the full range of coordination duties and responsibilities which includes assigning, developing, training, supervising, and evaluating program staff and their work. Reviews and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

MINIMUM QUALIFICATIONS:
1. Experience supervising staff.
2. Effective communication skills both orally and in writing
3. Excellent organizational and case management skills
4. Proficient in using a PC for data entry and research (i.e. Microsoft Office, Excel, Access)
5. Knowledge of facilities or agencies that provide services to Native populations.
7. Be able to work beyond normal Court hours including evening and weekend hours as needed.
8. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

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.

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. Employee 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