



Yurok Tribe

Job Description

JOB TITLE:	Outreach Counselor		
JOB GRADE:	8	REPORTS TO:	Wellness Program Manager
STATUS:	Non-Exempt	LOCATION:	Klamath/Eureka
DEPARTMENT:	Tribal Court	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$24.88-\$32.47		

POSITION SUMMARY:

Under general supervision of the Wellness Program Manager, the incumbent will determine and analyze client's substance abuse issues and quality of life needs are met. Successful candidates must have knowledge of principles and techniques of substance abuse counseling and the understanding of individual and group substance abuse treatment methods and theories. Understanding of socioeconomic and cultural factors which promote stable family life. Demonstrate the ability to establish rapport with clients and their family members need for services; perform assignments involving individualized treatment and specialized application of casework methods and skills; provide comprehensive casework services that is determined by each individual client's needs; and perform related work as required.

DUTIES AND RESPONSIBILITIES:

1. Carry a caseload of substance abuse cases.
2. Make case studies to determine social service needs of clients.
3. Interpret the policies, rules, and regulations to applicants and clients.
4. Make home calls in connection with casework assignments.
5. Prepare and maintain case records.
6. Provide community outreach for various programs.
7. May be required to testify in court.
8. Act as advocate on the client's behalf.
9. Provides individual and group counseling - Facilitates and co-facilitates.
10. Facilitates and co-facilitates educational presentations.
11. Provides relevant substance abuse information for class curriculum.
12. Completes required testing, assessments, and provides recommendations to the Court.
13. Develop individual treatment plans.
14. Maintain confidential information in accordance with legal standards.
15. Participates in related training for substance abuse professionals.
16. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 8: Bachelor's degree in related field with one year job specified experience. 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.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Socio-economic conditions and trends.
2. The principles of individual and group behavior.
3. Current issues in the field of social welfare.
4. Principles of interviewing and problem-solving methodology.
5. The general principles of public assistance policies and programs.
6. Principles and techniques of interviewing and charting on individual or group notes.
7. Proficient with computers and Micro-soft Office or similar programs including electronic records.
8. Must possess the ability to establish and maintain effective working relationships with clients, staff, and community.
9. Experience in facilitating and co-facilitating individual and group AOD counseling and sessions.
10. Experience in developing and completing AOD assessments with appropriate treatment plans or referral recommendations.
11. 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.
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. 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

