



Yurok Tribe

Job Description

JOB TITLE:	Community Outreach Specialist- Tobacco Wellness		
JOB GRADE:	5/6/7	REPORTS TO:	Tobacco Wellness Project Coordinator
STATUS:	Non-Exempt	LOCATION:	Eureka/Klamath/Tulley Creek
DEPARTMENT:	Client Services	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$18.78-\$24.50/\$20.67-\$26.97/\$22.70-\$29.62		

POSITION SUMMARY:

Under the supervision of the Tobacco Wellness Project Coordinator, the Community Outreach Specialist (COS) works with and seeks to broaden community engagement in tobacco control efforts.

DUTIES AND RESPONSIBILITIES:

1. The COS assists in monthly community and agency meetings to promote awareness and prevention including scheduling meetings, arranging meeting logistics, working with community members on agenda development, taking meeting minutes,
2. Seeks regular consultation of statewide partners to increase training and coordination of community efforts.
3. Assist in the preparation of baseline criteria, problem assessment and evaluation of the program accomplishments and tracking the activities in which community members were engaged.
4. Assist in the development of culturally relevant educational and outreach materials for schools, trainings, and community education meetings.
5. Assist in the organization of community events, trainings, and promotional wellness gatherings.
6. Attends department meetings and other required meetings/training as needed to engage the community and outside agencies in the prevention efforts of the department that are geared toward tribal members and the surrounding community.
7. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 5: Highschool diploma or GED with two years specified experience.
2. Grade 6: Highschool diploma or GED with three years specified experience.
3. Grade 7: Highschool diploma or GED with four years 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.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

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.

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

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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

