



# Yurok Tribe

## Job Description

|   |                            |                    |                           |
|---|----------------------------|--------------------|---------------------------|
| <b>JOB TITLE:</b>   | TANF Prevention Technician |                    |                           |
| <b>JOB GRADE:</b>   | 7                          | <b>REPORTS TO:</b> | TANF Manager              |
| <b>STATUS:</b>  | Non-Exempt                 | <b>LOCATION:</b>   | All Service Areas         |
| <b>DEPARTMENT:</b>  | Client Services            | <b>DIVISION:</b>   | Health and Human Services |
| <b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b> |                            |                    |                           |
| <b>SALARY RANGE:</b>  | \$22.70-\$29.62            |                    |                           |

### **POSITION SUMMARY:**

Promotes the Mission and Values of Yurok Health and Human Services through prevention activities, projects, education, and advocacy. Encourages youth-guided system development and implementation. Supports continuity of youth services through collaboration with other Tribal Departments.

### **DUTIES AND RESPONSIBILITIES:**

1. Deliver consistent culturally relevant activities that promote resiliency and healing through connection to land, environment, and ceremonial values (Traditional Yurok values)
2. Provide monthly educational workshops for youth and families that address adversities within our communities.
3. Provide prevention activities that reflect TANF purposes 3 and 4.
4. Provide case management for Opioid affected families.
5. Promote safe spaces for youth healing and storytelling.
6. Develop and maintain Youth leadership group.
7. Provide one on one and group mentoring.
8. Provide direct life skills development and advocacy for individuals in need.
9. Make appropriate agency referrals.
10. Work directly with TANF caseworkers and Social workers for referrals and recruitment
11. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Grade 7: Highschool diploma or GED with four years 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:**

1. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.
2. Knowledge of prevention and intervention programs.
3. Experience working with tribal youth.
4. Experience with group presentations and/ or public speaking
5. Ability to work with all phases of community in confidential, non-judgmental manner.

6. Ability to use initiative and independent judgment within established guidelines and procedures.
7. 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.
8. Be able to follow and sign professional code of ethics and conduct.
9. Ability to organize own work, set priorities and meet critical time deadlines.
10. Prefer applicant to have excellent computer skills that include Competence in Microsoft programs such as publisher, movie maker, excel, word, etc.
11. Troubleshooting and solving hardware and software problems.
12. 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

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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

