YUROK TRIBE-JOB DESCRIPTION
Community Outreach Specialist

Job Title:	Community Outreach Specialist	Job Grade	6/7/8
Department	Tribal Court	Location	Klamath, Eureka, Weitchpec
Reports To:	Program Manager	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	$20.07 – $26.19/$22.04 - $28.76/$24.16 – $31.52		

POSITION SUMMARY:

Under the supervision of the Program Manager the Community Outreach Specialist will assist in the implementation of all education, prevention, and outreach aspects of various program's goals and objectives.

DUTIES AND RESPONSIBILITIES:

1. Promote Yurok culture and tradition by coordinating and arranging cultural activities with departments, outside contracts, and program staff.
2. Advertise events in the Yurok newspaper, on Facebook, Twitter and Instagram as well as text messages and emails to group members.
3. Facilitate events by budgeting, planning, shopping, setting up, cooking, cleaning up, facilitating, documenting attendance, teaching songs, and dances and leading by example while providing a positive and welcoming atmosphere.
4. Intake all cultural, language and history requests from community and communicate about each request with supervisor to ensure a correct response.
5. Coordinate annual Cultural Appreciation events.
6. Effectively advertise and recruit attendance for cultural learning opportunities; follow up with effective reporting and accurate statistical monthly, quarterly and annual reports.
7. Assist in the development of innovative strategies to promote the prevention of unhealthy and unproductive behaviors on the Yurok Reservation (topic areas could include domestic violence, sexual assault, opioid use disorder, suicide, drug and alcohol abuse, teen pregnancy prevention, etc.).
8. Assist in the development of culturally relevant educational and outreach materials.
9. Attend department meetings and other required meetings/trainings 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.
10. Assist in the preparation of baseline criteria, problem assessment and evaluation of the program accomplishments.
11. Develop materials for schools, trainings, and community education meetings.
12. Assist in the organization of community events, trainings, and wellness gatherings.
13. Assist in coordination of monthly community and agency meetings to promote awareness and prevention.
14. Assist in maintaining records and information on project activities. Assist in the compilation of monthly reports, quarterly reports, and semi-annual reports to the Yurok Tribal Court Director, funding agencies, and other program information as needed.

15. Performs other duties of a similar nature as assigned.

SUPERVISORY RESPONSIBILITIES:

Not a supervisory position.

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 own work, setting priorities and meeting critical time deadlines.
4. Ability to communicate effectively with co-workers, superiors, the general public, representative 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. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
10. 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.
11. Must pass a comprehensive background check.

EDUCATION/ EXPERIENCE:

G6: An Associate's degree in Humans Services or a related field and two (2) years of general experience OR one (1) year of specialized experience.

G7: Bachelor Degree in Human Services or a related field.

G8: Bachelor's Degree in Human Services and one (1) year of general experience OR one (1) year of specialized experience.

Equivalent combinations of education and experience are qualifying for all grade levels of this position.

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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must pass a comprehensive background check.
5. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
6. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
7. 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.
8. LANGUAGE SKILLS: Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. 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.
10. 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 pounds.
11. VISION REQUIREMENTS:
    - Close vision (clear vision at 20 inches or less).
    - Color vision (ability to identify and distinguish colors).
    - 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).

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