YUROK TRIBE JOB DESCRIPTION
Youth Project Coordinator

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Youth Project Coordinator</th>
<th>Job Code</th>
<th>7</th>
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<tbody>
<tr>
<td>Department</td>
<td>ICWA</td>
<td>Program Area</td>
<td>Child Welfare/Behavioral Health</td>
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<tr>
<td>Reports To:</td>
<td>Nohsueno’w Suicide Prevention Manager</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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<tr>
<td>Location</td>
<td>Weitchpec, Eureka, Klamath</td>
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**POSITION SUMMARY**

Under the Nohsueno’w Suicide Prevention Manager, the Youth Project Coordinator is responsible for the development, scheduling, and implementation of services for all Youth Behavioral Health projects. This includes the scheduling and conduction of trainings/projects. This position provides multiple public assistance tasks including but not limited to approving projects that are allowable in the program guidelines.

The core responsibility of this position is the administration and oversight of the Youth Behavioral Health Programs of the Yurok Tribe Indian Child Welfare Department and has the responsibility of insuring that all program aspects are effectively and efficiently implemented. The Program Coordinator is responsible for the supervision of staff relating to the program and managing the day-to-day operations during the planning and implementation phases of youth intervention and prevention including Opioid Response and Suicide Prevention. Youth Project Coordinator will expand outreach, capacity, and direct services for youth misusing opioids and/or stimulants, especially those with opioid use and/or stimulant use disorders (OUD/STUDs).

**DUTIES AND RESPONSIBILITIES**

1. Communicate with the Manager and Clinical Coordinator on a weekly basis for the status of project planning and development.
2. Will be responsible for creating and managing the program budget for all projects.
3. Create a complete calendar one month in advance prior to the start date of each project or training.
4. Schedule and manage projects consistent with the goals and policies of the program/grant, solicit project proposal, assess feasible and appropriate projects for the program, and develop agreements between TANF, Tribal Court and other contributing grants/agents/organizations.
5. Ensure that projects have been well planned including but not limited to: logistics, timing, daily activities, equipment and materials needed for the project. Youth Project Coordinator will ensure everything is in order for the project to begin which includes but is not limited to: contracts with OTA, TERO, Fiscal, delegating staff to ensure the project is successful, insurance, policies, and safety procedures are followed.
6. Organize orientations and trainings for the staff to ensure compliance with grant objectives. Youth Project Coordinator works within an approved project budget which includes but is not limited to: turning all necessary documents to fiscal with a project summary.

4. Maintain regular contact with all approved project recipients before, during, and after the implementation of the scheduled project. This may also include attending event to ensure that it’s following the criteria of the TANF policies and Tribal Policy guidelines.

5. Keep systematic records of all projects up to five years. Maintains files, documents and all correspondence related to each project whether selected or not. Youth Maintain copies of sign in sheets, photo documentation, and other documentation for auditing and reporting purposes. Each approved project recipient will receive an approval letter from the Youth Project Coordinator and each denial project recipient will receive a denial letter.

6. Ensure that our Yurok Tribal populations most adversely impacted and vulnerable to youth mental health disparities and suicide risk are included in cultural and mindfulness projects and activities. This may include assisting with Wraparound Services under the Youth Advocate.

SUPERVISORY RESPONSIBILITIES

Supervises Youth Prevention Specialist; and students/ interns, summer youth workers as needed. Ensures that employees follow in accordance with the established grant objectives, outreach plan, departmental policies and procedures, Federal law and regulations, and Tribal employment policies and procedures. Responsibilities include planning, assigning, and directing workload. Position may assess employee performance and recommends as necessary corrective action to the Child Welfare Director.

MINIMUM QUALIFICATIONS

- Strong working knowledge of office communications systems (e-mail, voice mail, IBM compatible computer systems).
- Must be proficient in utilizing computer-based client tracking systems, and have basic computer literacy.
- Applies appropriate leadership styles in a variety of situations. Promotes personal and professional development in an interdependent environment.
- Experience in developing projects in a community service environment. Knowledge of group dynamics, supervisory and management. Experience developing, implementing and monitoring long term plans and strategies.
- Knowledge of Tribal guidelines, regulations, and procedures and ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities, of the office and tribal organizations. This includes the ability to plan and organize work using one’s own initiative and to seek information and assistance from other sources as necessary.
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- Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement could lead to immediate dismissal.
- Flexible work schedule is required, to include evening and possible weekend hours or as needed to provide services, training, and presentations to families as well as other community or volunteer events:

EDUCATION/EXPERIENCE

Bachelor’s degree or one-year equivalent to at least a G6 (specialized experience).

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualifications.

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. If applicable.
3. Must pass a comprehensive background check.
4. Current Food Handler’s Certificate or willing to obtain certificate.
5. Preference will be given to qualified American Indian applicants pursuant to the Yurok Tribe’s Policy.
6. Flexible work schedule is required, to include evening and possible weekend hours or as needed to provide services, training, and presentations to families as well as other community or volunteer events:
7. LANGUAGE SKILLS: Knowledge of English, grammar, spelling punctuation and a variety of letter and report formats in order to prepare correspondence and reports. Ability to communicate orally and in writing. Project Coordinator should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the supervisor and other staff members. 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.
8. 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. Ability to perform job duties in stressful situations.

9. 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.

10. 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