YUROK TRIBE-JOB DESCRIPTION
Site Coordinator - YOAYI

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>YOAYI Opioid Site Coordinator</th>
<th>Job Code</th>
<th>7/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>YHHS</td>
<td>Location</td>
<td>All service areas</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Program Outreach Services Manager</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

| Salary Range | $22.04-28.76/ $24.16-31.52 |

POSITION SUMMARY:

The core responsibility of this position is the administration and oversight of the Opioid Affected Youth Initiative Program of the Yurok Tribe Health and Human Services and responsibility for insuring that all program aspects are effectively and efficiently implemented. The Site 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.

DUTIES AND RESPONSIBILITIES:

1. Work with partnering agencies meeting all YOAYI Program requirements.
2. Accountable for the administration program budgets, including but not limited to, the development and submission of annual budgets, project development costing, forecasting of expenses, and related budgetary duties.
3. Responsible for youth component of the Tribal Opioid Action Plan (TAP).
4. Collaboratively interact with the Yurok Justice Advisory Board, Yurok TAP planning subcommittees, Yurok Opioid Diversion to Healing Program Workgroup, Yurok Tribe Wellness Coalition, other tribal, state, and federal groups related to YOAYI.
5. Accountable for submitting required reports; Funder, Advisory Boards, Tribal Council, and State.
6. Collecting and analyzing statistical information needed for program development.
7. Research, plan and develop age/ culturally appropriate outreach and prevention strategies based on data and community needs.
8. Ensure confidentiality is adhered to at all times regarding clients, working in the community, and data sharing.
10. Completes other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities for program staff. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.
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MINIMUM QUALIFICATIONS:

Knowledge of:
1. Yurok history, cultural and language.
2. Regional tribal traditions: ceremonies, traditional ecological knowledge; food gathering, tool making, regalia making, feather work, stories, and songs.
3. Socio-economic conditions and trends.
4. Principles of individual and group behavior.
5. Current issues in the field of social welfare pertaining to youth.
7. Principles and techniques of interviewing and charting on individual or group notes.
8. Proficient with computers; Micro-Soft Office, Power-Point including electronic records and digital tracking systems.
9. Must possess the ability to establish and maintain effective working relationships with partnering agencies, youth, staff, and community.
10. Experience in facilitating and co-facilitating youth individualized / group talking sessions.
11. Experience in developing and completing assessments referral recommendations for youth.
12. Willing to obtain training and/ or education to have AOD/ SUD knowledge

EDUCATION/EXPERIENCE:

Grade 7: Must have a BA or an AA and 2 years of experience that includes supervision
Grade 8: Must have BA and 1 year experience that includes supervision
Grade 9: Must have BA 2 years experience that includes supervision and AOD certification

General Experience: Progressively responsible work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

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 position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

3. Must have a valid California Driver’s License. Valid driver's license must be in compliance with the Vehicle Use Policy.

4. Must pass a background investigation and fingerprint clearance.

5. **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.

6. **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.

7. **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.

8. **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