



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO Box 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

INTERNAL & EXTERNAL JOB POSTING

POSITION:	YOUTH TREE PROJECT COORDINATOR
POSTING DATE:	December 21, 2018
CLOSING DATE:	JANUARY 3, 2019, 5PM
NUMBER OF OPENINGS:	1
RATE:	DOE
STATUS:	FULL-TIME/ SALARY, EXEMPT

IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.

TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG

PLEASE SEND COMPLETED APPLICATIONS TO HUMANRESOURCES@TRIHCI.ORG

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



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**POSITION DESCRIPTION:
YOUTH TREE PROJECT COORDINATOR**

Reports To: Chief Executive Officer/ Principal Investigator

FLSA Status: Full-Time, Exempt

Revised Date: December 17, 2018

Prepared By: Human Resources

Salary Grade: DOE

Board Approval: December 17, 2018

Position Summary:

The Youth Tree Project Coordinator will work closely with the CEO/Principal Investigator (PI) and will be responsible for the day-to-day implementation of the Youth Tree Project. The Youth Tree Project Coordinator will: schedule and facilitate monthly staff meetings; schedule and facilitate required staff trainings; maintain ongoing communication with the TRIHCI primary care providers and with representatives of TRIHCI service populations to ensure a smooth and seamless client referral process; help potential clients schedule and attend a primary care provider appointment that is required prior to project participation; develop and implement the proposed project's "Making Healthy Choices" campaign; coordinate the development of policies, procedures, and protocols for the Youth Tree Project; and work closely with the CEO/PI and the Project Evaluator on project-related data collection, performance measurement and performance assessment tasks.

Essential Duties and Responsibilities:

1. Analyzes program plans; develops and administers program objectives, activities, staffing needs, and funding allotments for TRIHCI.
2. Monitors program to ensure compliance with contract provisions and funding source regulations; recommends and facilitates implementation of procedural and operational changes to maximize service delivery and enhance revenues.
3. Provides training and technical assistance in behavioral health-related topics to member tribal health programs and tribal communities.
4. Monitors specifically funded program activities and special projects as assigned.
5. Acts as liaison and resource to tribal organizations and other service providers, county departments, state or other funding sources, and community and business organizations; participates in a variety of internal and external meetings, committees and coalitions; interacts with various planning councils and boards; answers questions and provides training and technical assistance as required.
6. Serves as an expert and a health education resource to tribal organizations, Native American organizations, as well as other professional organizations that serve Native Americans and their communities.
7. Gathers and assesses data for initial needs assessment, strategic plan, and subsequent relevant projects.
8. Coordinates the development, production, and dissemination of educational materials and promotional items.

9. Communicates health education needs, concerns, and resources regarding TRIHCI service populations.
10. Prepares and disseminates all necessary reports.
11. Acts as representative with various workgroups, networks, and/or task forces.
12. Pursues funding opportunities to sustain and expand program activities, resources and longevity.
13. Other duties as assigned.

Additional Responsibilities may include:

1. Participation in all required TRIHCI staff meetings.
2. Performing of general office duties or other related responsibilities as needed and assigned.
3. Be available to travel for training and meetings.
4. Must be drug-free and submit to a pre-employment drug screening and continued random drug screenings.

Knowledge Skills and Abilities

1. Must have strong written and verbal communication skills.
2. Experience in the public health field preferred.
3. Ability to work on various computer programs such as word processing, and graphics software.
4. Ability to work on existing Electronic Health Record (EHR), NextGen.

Supervisory Duties (if any):

This position will supervise the Youth Service/Recovery Support Coordinator, Substance Abuse Counselor, Family Coordinator and the Family Specialist.

Education and/ or Experience

1. Associates Degree in a Health-related field with five years' experience.

Certificates, Licenses, Registrations

1. Possess a current, valid California driver's license, driving insurance and a good driving record are required for this position.
2. Possess First aid/ CPR at the BCLS level are required or obtained within three (3) months of hire.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/ or abilities required. In accordance with the American with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Possess excellent oral and written communication skills.
2. Must be able to apply clinical judgment, ethics and accountability to formulate best practices in quality of care.
3. Must pass pre-employment drug & alcohol test.
4. Must pass pre-employment physical.
5. Must pass background check.
6. Must maintain a professional appearance and attitude.

7. Must be punctual and reliable.
8. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.
9. Extensive knowledge of behavioral health terminology and treatment, including experience in evidence-based practices.
10. Understand principles, practices and techniques of program planning, development, evaluation, procedures of budget preparation and monitoring, including budgets involving grants, contracted services, and state and federal funding.
11. Techniques of contract negotiation and monitoring experience in the public health field and evaluation preferred.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Contingencies

TRIHCI maintains a drug and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate’s right to work in the United States.

Physical Work Environment: *the description provided here is representative of those conditions in which the Youth Tree Project Coordinator will be required to perform the essential function of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Youth Tree Project Coordinator is primarily situated in a standard office environment within the Justice Center where there is little or no exposure to variations in the either or other similar elements. The Youth Tree Project Coordinator will also move about the Justice Center and Health Center to meet with departments and co-workers. Consequently, the Youth Tree Project Coordinator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs. repeatedly and up to 30 lbs. intermittently.
4. Possess the visual acuity to read printed material and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA and a Blood-Borne Pathogen Category I facility. Thus, there may exist the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biological, toxicants, and irradiants found on-site.

Disclaimer:

The position description lists the major duties and requirements for the Youth Tree Project Coordinator position as established by subject-matter experts and the Human Resources Manager at the time of this document’s creation. This position may require additional performance of duties and responsibilities beyond

those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Youth Tree Project Coordinator. Any verbal explanations that I have requested concerning the information in this position description have been provided to me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (printed)
Employee Signature
Date