



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

INTERNAL & EXTERNAL JOB POSTING

POSITION:	YOUTH TREE YOUTH SERVICE/RECOVERY SUPPORT COORDINATOR
POSTING DATE:	JULY 19, 2019
CLOSING DATE:	OPEN UNTIL FILLED
NUMBER OF OPENINGS:	1
RATE:	\$24.56/HOUR, DOE
STATUS:	FULL-TIME, HOURLY/NON-EXEMPT
<p>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</p> <p>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG</p> <p>PLEASE SEND COMPLETED APPLICATIONS TO HUMAN.RESOURCES@CRIHB.ORG</p>	
<p>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.</p>	



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POSITION DESCRIPTION:
YOUTH TREE YOUTH SERVICE/RECOVERY SUPPORT COORDINATOR

Reports To: Youth Tree Project Coordinator
FLSA Status: Full-Time, Hourly/ Non-Exempt
Revised Date: January 2, 2019

Prepared By: Human Resources
Salary Grade: \$24.56/hour, DOE
Board Approval: January 2, 2019

Position Summary:

The Youth Tree Youth Service/ Recovery Support Coordinator will work closely with the Youth Tree Project Coordinator and will be responsible for the day-to-day implementation of project-related substance abuse intervention and treatment services.

This position is grant funded and contingent upon the funding associated with the respective grant.

Essential Duties and Responsibilities:

1. Meet with potential clients to ensure commitment to project participation.
2. Implement client intake, screening and assessment procedures.
3. Implement and ensure follow through on each client's personalized treatment plan.
4. Provide individual and family counseling services.
5. Conduct client assessment interviews at intake; three (3) months post-intake, six (6) months post-intake, and at the completion of project participation.
6. Attend organization and departmental staff meetings as required.
7. Coordinate with evaluation team on evaluation requirements.
8. Conduct client follow-up interviews at six (6) months post-discharge.
9. All other duties as assigned.

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 possess the ability to make sound clinical decisions independently.

3. Must be able to apply clinical judgment, ethics and accountability to formulate best practices in quality of care.
4. Must pass pre-employment drug & alcohol test.
5. Must pass pre-employment physical.
6. Must pass background check.
7. Must maintain a professional appearance and attitude.
8. Must be punctual and reliable;
9. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.

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.

Education and/ or Experience

1. Certified Addictions Treatment Counselor (CATC-1).
2. Preferred minimum of three (3) years' experience working with Native American individuals and families.

Certificates, Licenses, Registrations

1. CATC-1 Credential
2. Must attend Mandated Reporter Training or obtain certificate within (3) months of employment.
3. Possess a current, valid California driver's license, driving insurance and a good driving record are required for this position.
4. Possess First aid/ CPR at the BCLS level are required or obtained within three (3) months of hire.

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 Youth Service/ Recovery Support Coordinator will be required to perform the essential function of this position. As stated earlier, reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Youth Tree Youth Service/ Recovery Support Coordinator is primarily situated in a standard office environment where there is little or no exposure to variations in the either or other similar elements. The Youth Tree Youth Service/ Recovery Support Coordinator will also move about the health center to meet with physicians, patients, and co-workers. The Youth Tree Youth Service/ Recovery Support 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. Possess 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. This position may be exposed to biological, irradiant, toxicants and/or chemicals found on-site.

Disclaimer:

The position description lists the major duties and requirements for the Youth Tree Youth Service/ Recovery Support 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 Youth Service/ Recovery Support 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