



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Community Outreach Coordinator (BIA)
Department: Kumeyaay Family Services
Supervised By: LPCHP Coordinator
Location: La Posta
Status: Non-Exempt
Posted: January 2017
Closing Date: Until Filled
Salary: \$18.27-\$20.19 Hourly DOE
Grant: Grant Funded
Clinic Hours: Monday-Friday, 8:00AM-4:30PM; evenings and weekends may be required based on program need.

GENERAL STATEMENT OF RESPONSIBILITIES:

Provide activities, prevention, intervention and outreach to American Indian children and adolescents, to promote early intervention strategies and implement positive youth (ages 12-18) programming to reduce risk factors and to promote spiritual growth, increase self-esteem, and to learn skills that foster independent living. Community Outreach Coordinator will actively serve as a member of the multi-disciplinary treatment team with Kumeyaay Family Services. Community Outreach Coordinator will support the organization and program philosophy of care to ensure the safety and well-being of each client.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Develop and implement multiple modes of prevention activities such as, Talking Circles, and various educational presentations to the youth. Services will include functional knowledge in the areas such as substance abuse and recovery, healthy relationships, bullying, suicide awareness and interventions that provide awareness and increase healthy development and lifestyle.
2. Develop and perform age appropriate activity assessment and interventions incorporating the utilization of the Gathering of Native Americas (GONA) values of four levels of human growth and responsibility found in the culture.
3. Prepare and coordinate bi-weekly recreation and activity schedules

4. Coordinate and provide a variety of cultural activities that may include; Peon games, bird singing, drumming, pow-wows, local youth gatherings, dance, arts and crafts, storytelling, etc.
5. Systematize, prioritize, and handle activities taking into account schedule, acuity of the clients, and program requirements.
6. Maintain clinical and administrative documentation associated with services rendered.
7. Maintain statistical Performance Improvement data as assigned. Submit month end reports to the Program Coordinator within the specified period.
8. Professionally and respectfully, represent Southern Indian Health Council and La Posta Courage to Heal Program.
9. Adhere strictly to the laws and ethics related to confidentiality and documentation at all times.
10. Other duties as assigned.

QUALIFICATIONS:

Education/Experience: A minimum of 2 years' experience working with youth. Preference of a minimum of 1 years' experience working in a substance abuse treatment setting. Position requires a minimum of AA degree or BA strongly preferred or equivalent work experience will be considered. Applicant must have excellent interpersonal skills and very good oral and written communication skills. Must be familiar and comfortable using computer programs including Microsoft Office components or equivalent. Past success working with multi-cultural communities, preferably Native American. Must possess the ability to work with tribal officials, county agencies, tribal community members, funding agencies, and Southern Indian Health Council departments.

Applicant must be able to adapt to changing situations and circumstances and handle pressure with dignity, in all circumstances maintaining confidentiality. Possess an ability to act professionally at all times in the workplace and community. Must be able to work flexible hours as required to meet department needs and work collaboratively in a team approach.

Licenses/Certifications: A valid California driver's license required at the time of appointment and must be maintained throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and respect confidentiality to all limits of the governing laws and ethics. Applicant must be able to work as a team with other staff. Applicant should be sensitive to client's needs and knowledgeable about the local Indian community.

Other: Applicants should have thorough knowledge of the laws, rules, and regulations governing substance abuse treatment, patient records, and reporting procedures. Applicant must be versed in crisis intervention techniques and the cultural practices of Native Americans.

Applicants must successfully pass a tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position. Applicants must complete an SIHC application and submit it to Human Resources. The position is located at the La Posta Site.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.
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This position is grant funded on an annual basis.