

Position: Tribal Youth Coordinator
Department: Black Hawk Health Center, Behavioral Health Services
Supervisor: Behavioral Health Manager
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

This position is located within the Sac and Fox Nation Health System of the Black Hawk Health Center. The purpose of this position is to plan, coordinate, and implement School/Community based prevention programs for children and juveniles and will facilitate after-school, evening and weekend programs per program guidelines and grant requirements. The position is also established to provide educational and family social services for prevention and diversionary services to reduce, control, and prevent crime and delinquency both by and against Native American youth with special focus on prevention services.

Duties and Responsibilities:

- Provide direct referrals to other resources to clients with special problems such as crisis and emergencies, violence, cultural conflict, substance abuse, marital and family problems, abuse and neglect, and socio-economic needs.
- Provide innovative prevention programs to tribal head start programs and area schools identified as having a significant number of Native American students.
- Coordinate programs in initiating awareness activities to provide community education, mini workshops, day camps, etc.
- Inputs information into the BHS program under the RPMS regarding prevention education and activities.
- The Tribal Youth Coordinator will adopt an abstinence model for all activities targeted for prevention interventions.
- The Tribal Youth Coordinator will ensure compliance with program guidelines, grant requirements, and Sac and Fox Nation personnel policy.
- Serves as an advocate for high-risk youth and their family unit in representing and articulating needs and in providing liaison between high-risk clientele and schools, social service providers and agencies.
- Participate in BHS and BHHC staff meetings and continued quality improvement activities.
- Provide monthly reports and reports required by grants to BHS Manager.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Must have the ability to effect behavioral change through a wide range of prevention modalities, the ability to provide teaching, training, and advocacy with patience and understanding of the problems associated with substance abuse.

Must possess an understanding of special populations, including sensitivity to the Native American culture. Must be able to maintain a good working relationship with clients and professional relationships with staff and other visitors to the facility. Must have knowledge of HIPAA, AAAHC Certification, Privacy Act and Confidentiality guidelines regarding mental health and substance abuse.

Supervisory Controls:

Incumbent is under the direct supervision of the Sac and Fox Nation Health System Behavioral Health Services Manager.

Guidelines:

Operates within the established guidelines of the Sac and Fox Nation, the Black Hawk Health Center and the Behavioral Health Services Policies and Procedures.

Education and Experience:

The Tribal Youth Coordinator will complete certification requirements for at least one of the following basic programs: True Colors, SASSI, Lion Quest, or other related certifications and may make significant progress on such credentials as Certified Prevention Specialist. The Tribal Youth Coordinator must have completed at least two (2) years of college courses. Must successfully pass an OSBI/National background check and have a valid Oklahoma driver's license.

Printed Signature of Employee

Date

Employee's Signature

Date

Supervisor's Signature

Date