

Vacancy Announcement

Title: Wellness Center Coordinator

Reports To: Executive Director

Location: Yreka with regular travel to Happy Camp and Orleans

Salary: \$15.00 to \$21.00 per hour, depending on experience

Summary: Shall develop, implement, and maintain programs that reflect the needs and interests of the community through appropriate activities such as sports, culture and academics.

Classification: Full Time, Regular, Exempt

Application Deadline: January 29, 2016.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: dlbernal@karuk.us

POSITION DESCRIPTION

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Summary: Shall develop, implement, and maintain programs that reflect the needs and interests of the community through appropriate activities such as sports, culture, and academics.

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Responsibilities:

1. Shall conduct community assessments in Yreka, Happy Camp, and Orleans to identify the needs and interests of Tribal youth by engaging youth, parents, schools, law enforcement, and existing Tribal, and local programs that serve youth.
2. Shall utilize community assessment to develop and implement programs that reflect the needs and interests of Tribal youth through appropriate activities such as sports, culture, and academics.
3. Shall maintain communication with the Tribal youth and communities, continually monitoring the program's effectiveness and making needed changes.
4. Shall regularly coordinate community activities in response to requests such as sports tournaments, dances, and game nights to keep them involved in the program.
5. Shall be actively involved in all activities to build relationships with the Tribal youth and provide mentorship/guidance as needed.
6. Shall broadly promote programs to boost attendance and participation to optimal levels through community outreach both in person and through flyers, newsletters, and electronic methods.
7. Shall actively participate in fundraising to support the Wellness Center activities.
8. Shall actively participate in Karuk Youth Advisory Committee Meetings and relevant workgroups at the Tribal, local, state and national levels.
9. Shall build relationships with community youth-serving organizations such as Boys and Girls Club, 4-H, Tribal CCC, Americorps and other extra-curricular groups/programs.
10. Shall be responsible for oversight of the Kahtishraam Wellness Center including scheduling, securing rental agreements, managing access, collecting rental fees, maintenance, and development of Center policies, etc.
11. Shall serve as an advocate for Tribal youth within or outside of the organization to ensure they receive the services necessary, specific to their needs.
12. Shall submit written reports to the Board of Commissioners on a monthly basis.

13. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess High School Diploma or equivalent. AA degree or equivalent education/experience in human services-related field desired.
2. Must possess (or obtain within 30 days of hire) and maintain CPR and First Aid training.
3. Must have previous experience working with youth.
4. Must have strong organizational, administrative, and computer skills necessary to setup and administer program and compile data necessary for reporting.
5. Must have the ability to make oral presentations to diverse audiences including youth, community groups, and Tribal leaders.
6. Must have the ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
7. Must have the ability to connect with youth and have respect for Tribal youth culture.
8. Must be willing to be a positive role model for Tribal youth by living a life, both professionally and publicly, which does not bring disrespect to KTHA or the Karuk Tribe.
9. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
10. Must adhere to confidentiality and HIPAA policies.
11. Must successfully pass a pre-employment drug screening test and criminal background check with clearance suitable to work with children.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Board Approved: August 17, 2015

Council Approved: August 27, 2015

Chairman's Signature: _____

Employee's Signature: _____