



Resighini Rancheria Job Description

Job Title: Human Services Coordinator
Department: Human Services Department
Reports to: Director of Human Services
FLSA Status: Non-Exempt
Salary: GS 8/9 (\$23.25/hr.-\$33.39/hr.)

SUMMARY: The Human Services Coordinator is responsible for assisting in delivery of programs and services that support the social, health and wellness, and educational needs of the Tribal citizens of the Resighini Rancheria. This position is within the newly established Human Services Department and is supervised by the Director of Human Services or designee. The Human Services Coordinator will be responsible working directly with Tribal citizens to deploy existing programs and services, as well as connect them to existing outside services, in a manner that is in compliance with federal, Tribal, state, and other laws and guidelines, is conducted with the highest level of confidentiality, and treats each Tribal citizen in a respectful and equitable manner. This position is grant funded and subject to securing future grant awards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Director of Human Services or designee:

- Assist the Human Services Department in the deployment of programs and services that meet the social, health and wellness, and educational needs of the Resighini Rancheria Tribal citizens.
- Strict adherence to programmatic, technical, financial, and other compliance requirements of the programs and services provided.
- Assist in the delivery of existing Tribal programs, including Indian Child Welfare (ICWA), Low Income Home Energy Assistance Program (LIHEAP), Low Income Household Water Assistance Program (LIHWAP), emergency assistance, and scholarships.
- Connect with outside programs and services and make client referrals.
- Participate in trainings and other individual development opportunities to enhance ability to deploy the programs and services within the Human Services Department.
- Assist in grant management and reporting.
- Maintain client records in an organized and confidential manner.
- Provide impartial services and treat all Tribal citizens in a respectful and helpful manner.
- Provide monthly reports to supervisor and seek their guidance and approval, as needed.
- Work closely with, and possibly transport, Resighini Rancheria Tribal citizens to support their social, health and wellness, and educational wellbeing and betterment.
- Work with federal, tribal, state, and local governmental entities, nongovernment organizations, and others to identify opportunities to address the social and wellness, health, and educational needs of Resighini Rancheria Tribal Citizens.
- Assist to organize and convene meetings and other events, as required, including developing outreach materials.
- Maintain strict client confidentiality.
- Other duties, as assigned.



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SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED.
- At least two (2) years of demonstrated work experience in social, health, and/or educational programs.
- Demonstrated experience in understanding and adhering to federal, Tribal, state, or other program compliance requirements.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must have the ability to communicate clearly, both orally and in writing and express one's self clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have a valid driver's license and be insurable.

PREFERRED JOB QUALIFICATIONS:

- Knowledge of Yurok culture and language.
- Knowledge of the Indian Child Welfare Act.
- At least one (1) year experience working in Tribal communities and/or for a Tribal government.
- BA/BS degree in related field.

CONDITIONS of EMPLOYMENT:

- Position is a full-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).
- All applicants are subject to the Tribe's Substance Misuse Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policy & Procedures.
- The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content



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and expectations of the position.

Applicant

Date

Executive Director

Date