

**Anav Tribal Health Clinic
Quartz Valley Indian Reservation**



9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470 Fax: (530) 468-4478

Position Description

Position: **Community Engagement Specialist**

Department: Behavioral Health

Supervisor: Native Connections Project Director

Classification: Full-time

Salary: DOE

This position will work collaboratively to build working relationships with community partners and identify areas of outreach to locate disconnected youth for Native Connections.

Description of Duties and Responsibilities:

1. Works with Project Coordinator to ensure grant goals and objectives are implemented and remain on target through the duration of the grant.
2. Engage family members in the community and advocate for the “family voice” to be included in all aspects of the grant.
3. Provides outreach in the community at least 60% of the time to increase participation.
4. Increase the visibility of the grant in the community via participation in youth-related events, presentations to community agencies and school.
5. Provide information on the program to families, youth groups, leaders, spiritual advisors and others to gather input on the program design.
6. Work with staff to arrange community meetings and network other mental health provider agencies serving tribal youth and families.
7. Collect surveys and other information to be used in the evaluation of the project.
8. Create social media content using innovative strategies to provide virtual outreach.
9. Other duties as assigned.

Qualifications for Position:

1. High School Diploma
2. At least two years college level education in Social/Human Services or related field preferred
3. Two years work experience in social service or health care field
4. Knowledge of Tribal community and youth prevention or mental health service delivery.

Personal Qualities, Skills and Knowledge Required:

1. Ability to attend meetings and represent QVIR/ATHC both on and off site.
2. Must be willing to travel to conferences, meetings, and seminars as needed.
3. Effective and efficient leadership, organization, facilitation and time management skills.
4. Must be able to empathize, willingness to understand, and have knowledge of issues facing Native American communities, familiarity with Northern California Native American communities a plus.
5. Must be able to work directly with mental health patients with care and understanding.
6. Basic computer skills including Microsoft Office components
7. Basic office skills including typing, telephone and filing.
8. Ability to successfully pass a pre-employment drug and alcohol screening test and criminal background check.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply submit application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained at www.qvir.com or by calling Human Resources at (530)468-5907.

Acknowledgement:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these

functions. I agree to abide by all administrative, medical policies and protocols of the Health Clinic.

Signature
Anav Tribal Health Clinic
Quartz Valley Indian Reservation

Date