



Anav Tribal Health Clinic Quartz Valley Indian Reservation

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

TITLE: Family Support Coordinator
REPORTS TO: Youth and Family Tree Project Director
LOCATION: Anav Tribal Health Clinic
SALARY: DOE
CLASSIFICATION: Part Time

SUMMARY: The Family Coordinator position promotes the integration of family-centered care to ensure participation and involvement of the entire family. The focus of work-related duties will be on comprehensive family-centered, evidence-based care and early intervention of data-driven community strategies to prevent alcohol, tobacco, and other drug misuse and abuse.

DUTIES AND RESPONSIBILITIES:

1. Coordinate/facilitate delivery of youth and family based mental health services, funded under the Youth and Family grant.
2. Engage family members in the community and advocate for the "family voice" to be included in all aspects of the grant.
3. Work in partnership with the Youth and Family grant staff in all aspects of developing, implementing and evaluating the system of care.
4. Providing support services for families receiving services through the cooperative agreement.
5. Assist in the intake/referral process for youth, youth serving agencies, families and initiate mental health services.
6. Provide information on the program to families, youth groups, leaders, spiritual advisors and others to gather input on the program design.
7. Work with staff to arrange community meetings and network other mental health provider agencies serving tribal youth and families.
8. Collect surveys and other information to be used in evaluations and final grant report.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. At least two years college level education in Social/Human Services or related field preferred
3. Two years of 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 Anav both on site and off site.
2. Must be willing to attend meetings 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. Basic computer skills including Microsoft Office components
6. Ability to successfully pass a pre-employment drug and alcohol screening test and criminal background check.

TO APPLY: Submit application and resume to Quartz Valley Indian Reservation, Attn: Human Resources, 13601 Quartz Valley Road, Fort Jones, CA 96032. Applications may be obtained at www.qvir.com or by calling Human Resources at (530)468-5907 and may be submitted in person, by regular mail, or by email to humanresources@qvir-nsn.gov.

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.

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

Date