



**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

TITLE: Youth Service/Recovery Support Coordinator
REPORTS TO: Project Director
LOCATION: Anav Tribal Health Clinic
SALARY: DOE
CLASSIFICATION: Part Time

SUMMARY: The Youth Service/Recovery Support Coordinator position ensures the availability of a coordinated integrated system of care for adolescents and transitional aged youth including 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. Develop and lead activities to represent the voice of youth with mental health needs.
2. Help coordinate/facilitate delivery of youth and family based mental health services.
3. Work with staff to plan and implement systems of care.
4. Facilitate youth involvement in the planning and development to promote and model positive youth leadership and system of Care models.
5. Coordinate/facilitate the delivery of youth and family based mental health services.
6. Engage youth in the community and advocate their needs to be included in all aspects of the Youth and Family Tree grant.
7. Represent the mental health needs for youth
8. Provide information on the program to families, youth groups, leaders, spiritual advisors and others to gather input or the program design.
9. Collect surveys and other information to be used for the Youth and Family Tree data and reporting.

QUALIFICATIONS:

1. High School diploma or equivalent or current High School student with passing grades.
2. Experience in Social/Human Services or related field preferred.
3. Knowledge of and/or strong interest in mental health services, community planning; knowledge of Tribal community, 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. Must be able to work with and model leadership qualities among youth population.
6. Basic computer skills including Microsoft Office components
7. 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