



## **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 and Family Tree Project Director  
**REPORTS TO:** Executive Director  
**LOCATION:** Anav Tribal Health Clinic  
**SALARY:** DOE  
**CLASSIFICATION:** Full Time

**SUMMARY:** The Project Director will facilitate the overall operational and management of a SAMSHA Youth and Family Tree grant by providing comprehensive integrated 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. Ensure that project goals and objectives, coordination, screening, and monitoring of the prevention services are met and in compliance with a (SAMHSA) grant.
2. Provide programming supervision oversight for the Youth Service/ Recovery Support Coordinator, Family Coordinator, and Lead Evaluator.
3. Expand activities that promote evidence-based screening, assessment, treatment, and wrap around services for families and youth.
4. Establish community member, ATHC/QVIR Staff, and collaborative partnerships.
5. Evaluate and facilitate evidence-based intervention strategies, and the coordinate the system for data analysis and quality improvement.
6. Oversee program budget, ensure financial accountability.
7. Recognize and solve potential problems and evaluate project/program effectiveness.
8. Using input from community organizing activities, develop innovative methods of delivery of services based on cultural perspective.
9. Perform other program related duties as assigned.

**QUALIFICATIONS:**

1. Master’s Degree in Social Work, Psychology, Public Health, or related field.
2. Two years’ experience working in Behavioral Health Counseling Program or Health Planning/Administration.
3. Experience working in a therapeutic setting with adults, adolescents and children preferred.
4. Supervisory experience preferred.

**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 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 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](http://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](mailto: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.

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Signature

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Date