

## Tribal Wellness Services Coordinator

Job Description: Tribal Wellness Services Coordinator

Curyung Tribal Wellness Center

Pay Range: DOE Closing Date: May 25, 2024

Hours/week: 40 Full Time, weekend and evening work is a regular occurrence

### MISSION STATEMENT

The mission of the Curyung Tribal Council is to serve tribal members, to preserve our cultural values, to protect our sovereign and inherent rights, to promote our social, economic, and political progress.

### PURPOSE OF POSITION

The Tribal Wellness Services Coordinator (TWSC) will coordinate wellness services that are informed by and centered in traditional Yuqtun community ancestral structure. Healthy relationships will be the focus of each program element built for tribal members. Peer work for elders, youth and parents are central to all needed programs so group facilitation skills are essential. The TWSC is also responsible for applying for funding to continue wellness services and works closely with the Cultural Center Facilitator to provide family and youth services, mens wellness services, childrens services. The TWSC reports to the Tribal Administrator and implements Tribal Council's initiatives, programs, policies and projects.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Secures relevant community needs and programming. Implements innovative prevention programs, restorative healthy relationship programs, culturally informed community services, etc. as a resource to the Tribal Community. Researching and securing a vast network of reputable and vetted service providers for tribal members to receive clinical services is part of the long term plan for this position.
- Maintains effective working relationships with Tribal Council, community organizations, Tribal Citizens, and Citizen Committees.
- Responsible for developing plans, policies, goals, and programs to implement decisions and initiatives of the Tribal Council.
- Evaluates the effectiveness of programs and identifies areas needing development and improvement in alignment with the goals of the Tribal Council.
- Provides regular written reports to the Tribal Council concerning the status of all assignments, duties, projects, programs, activities, and personnel matters.
- Works with Tribal Administrator, Chief Financial Officer and department heads to create and implement Tribal government budgets.
- Responsible for maintaining standards of service to Tribal Citizens.

- Ensures that all tribal programs are in compliance with Tribal law, policies and procedures.
- Oversees planning and implementation of Tribal grants pursuant to Tribal Council direction.
- Performs other duties as assigned to support the efficient operation of the department, such as attending meetings, Tribal social events and events held in the greater community.

#### SUPERVISORY RESPONSIBILITIES

The TWSC works in partnership equitably alongside the Cultural Center Facilitator to oversee all wellness center staff.

#### MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Ten years professional community facilitation, addictions counseling experience and or family systems knowledge is preferred
- Direct supervisory management experience

#### PREFERRED QUALIFICATIONS

- Masters' degree in Human Services related field, Social Justice related degree, or willing to enroll in a masters program that can inform tribal wellness services centered around tribal ancestral structure rather than western standards
- Knowledge of government fund accounting, general accounting, and audit principles

#### SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Sound judgment and problem-solving skills, including when there is no precedent to draw upon
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization and to lead, create and promote a positive and supportive work environment
- Solid understanding of and ability to manage organizational structures and adherence to tribal considerations
- Ability to maintain strict confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters
- Demonstrated accuracy and thoroughness, with the ability to monitor own work to ensure quality
- Advanced analytical, organizational and problem-solving skills
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines
- Advanced knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.

- Ability to adhere to highest level of professional ethical standards
- Strong cultural sensitivity and ability to work effectively within Native American tribal government environment.
- Highly developed communication skills and emotional maturity is appreciated.
- Must demonstrate sensitivity to Tribal history, lifestyle and culture to earn and retain the trust of the Tribal community.
- Experience within the continuum of health and wellness (i.e. prevention early intervention- urgent care) in a medical office setting:
- Working from a therapeutic modality that is culturally informed.
- Able to work collaboratively and build strong working relationships with key stakeholders.
- Arrange informational materials for patients and Tribal Community.
- Promote healthy living (i.e. create/ provide education to the community, Prepare workshops and trainings and create and organize activities to support health and wellness.
- In-depth understanding of local behavioral health and hospital systems as well as HIPPA and ethics standards.
- Experience and comfort working with a diverse population: (i.e. youth (ages 0-18), young adults, adults, and elders) and individuals with a range of social/ emotional needs required.
- This position requires an individual that is familiar with community mental health work and is able to create unique, fun, relevant and engaging opportunities for the community to learn about health, behavioral health and wellness

## WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.

Mental demands: There are some deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues. The ability to have positive relationships with community members of any background is important, thus the applicant must have the ability to work through emotional difficulty and treat

people with fairness, take accountability in all interpersonal interactions whenever needed and possess the emotional maturity to apologize or humble themselves when necessary.

#### TRIBAL AND INDIAN PREFERENCE

The Curyung Tribe is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the , (2) Native Americans who are members of the Curyung Tribe or affiliated with a, (3) Native Americans who are members of or affiliated with any other federally recognized Bristol Bay tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe. Aside from employment preference as provided in this section, the Curyung tribe does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

#### OTHER

Driving: All employees must maintain a current and valid driver's license and must be insurable.

DISCLAIMER: THE INFORMATION ON THIS POSITION DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

#### ACKNOWLEDGEMENT

I have reviewed the content of the Tribal Wellness Services Coordinator Job Description and have been provided a copy of the Job Description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. Describe any accommodations required to perform these function