



<b>Job Position:</b> Youth Coordinator	<b>Status:</b> Full-Time/Non-Exempt
<b>Division:</b> Social Services	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> April 4, 2019	<b>Closing Date:</b> April 19, 2019

## Job Description

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### Summary:

The Youth Coordinator will work in conjunction with Program Director as a support to deliver mental health services to tribal youth.

### Essential Duties and Responsibilities include the following:

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- Responsible for all staff meetings with employees engaged on this project.
- Responsible for intake and determining eligibility of applicants.
- Provide information on progress of the grant to partner organizations and stakeholders, work closely with other tribal offices and partners as well as child-serving agencies, advocacy, family and youth organizations to advance project work, coordinates activities with tribal family members.
- Develop and implement a social marketing plan.
- Conduct training of project staff, partners and volunteers on culturally appropriate service delivery.
- Develop an advisory committee.
- Conduct network and collaboration activities with providers, state agencies and community helpers.
- Develop activities that will allow for continuous community feedback to ensure services are holistic, community based, culturally competent, family driven, and youth guided across multiple agencies.

### Qualifications

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience

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- Basic knowledge and/or experience in mental health disorders

### Certificates and Licenses

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No certifications or licenses required.

### Supervisory Responsibilities

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This job has no supervisory responsibilities



## **Work Environment**

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Frequent keyboarding required, using hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, and ability to adjust focus. May spend up to 8 hours per day sitting and may have occasional movement throughout the facility. Occasional use of the telephone.

## **SELECTION PROCESS:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

## **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

## **SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

Interested candidates please submit a completed resume and cover letter to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**171 Melacon Rd.**

**Marksville, La. 71351**

[kdorsey@tunica.org](mailto:kdorsey@tunica.org)

[HR@tunica.org](mailto:HR@tunica.org)

## **Disclaimer**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

