Summary:

The E-COVID Outreach Specialist will be responsible to reach out to potential clients of the program and the communities the Tunic-Biloxi Tribe will serve. The Outreach Specialist will plan outreach activities under the direction of the E-COVID Program Director.

Essential Duties and Responsibilities:

- Displays a responsive and professional manner when attending events and representing the program.
- Coordinate and attend all activities related to the E-COVID program.
- Perform intake services and accept referrals and assist in all program awareness events.
- Attend Department of Social Services staff meetings as well as E-COVID staff meetings.
- Meet regularly with Program Director to discuss program, plans and outreach events.
- Complete all other duties as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:
- Strong leadership skills;
- Commitment to keep and maintain confidentiality requirements.
- Excellent written and oral communications skills.
- Effective presentation skills in group and individual setting

Qualifications:

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must be able to attend after-hour and weekend outreach events.
• Ability to read and understand assessments and evaluations.
• Ability to work as a team member.
• Ability to interact positively with clients and their families.
• Must possess excellent computer, written and verbal communication skills.
• Must be aware and strictly abide by the Code of Confidentiality.
• Must be able to travel when assigned.

Education and Experience:
• Two or more years of college in a social service related field preferred.
• In lieu of a degree, at least 3 years’ experience in a social service related field.
• Must have experience with Microsoft programs, including PowerPoint and Publisher.

Certificates and Licenses:
• Must possess a valid State Driver’s License
• Must successfully pass a criminal background check

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to stand and walk for up to 8 hours per day; talk, hear, stoop, bend, kneel and climb; position may require lifting up to 10lbs.

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.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS
Proof of tribal citizenship is required to be deemed preference eligible.
SELECTION PROCESS:
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. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:
- **Tribal employment application** that is complete and provides all information requested;
  - or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **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); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Tribe of Louisiana**
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org