



Consolidated Tribal Health Project, Inc.

**Youth Outreach Worker**

Department: Behavioral Health	Reports to: Behavioral Health Director
FLSA Status: Non-Exempt	Pay Grade: 3
Classification: RFT/RPT/TEMP/INT	Hours of Work: 40
Covered Position: No	Board approved: 08-24-2023

**Job Summary**

Working closely with and reporting directly to the Behavioral Health Director, this position is responsible for planning, developing, coordinating, and implementing culturally relevant programs/activities that empower youth development/leadership and will serve as a healthy alternative to negative activities/risky behaviors while embracing traditional Native history, culture, and intergenerational collaboration in alignment with the goals of CTHP. This position will work with all youth especially those deemed at risk of becoming court involved.

**Job Duties & Responsibilities**

- Conduct program assessments as required; conducts related youth development and needs surveys.
- Works with other agencies and community leaders to coordinate new programs and identify services for youth participants to further develop their skills, enhance knowledge and gain experience.
- Model behavior in a manner that serves as an example of positive cultural values, attitudes, beliefs, and actions.
- Implement innovative outreach strategies to identify youth in CTHP service area for participation.
- Provide and promote opportunities to educate and enable youth to have the tools and resources to positively impact their communities.
- Facilitate activities/opportunities that bring youth together to discuss solutions to the unique and significant challenges they face within their communities.
- Provide and or identify age-appropriate, culturally relevant, training/workshops that reflect the values and learning styles of the learners being taught.
- Plan, coordinate and implement annual Youth Leadership and Wellness Gathering.
- Verifies and updates participants' information and demographics as needed for program participation.
- Track participants being served by youth development/leadership activities.
- Collect feedback to evaluate program effectiveness; recommend changes as needed for success.
- Periodically attends seminars/workshops with a focus on but not limited to; youth development, trauma informed care, building positive relationships with youth, responding to youth suicide, understanding youth etc.
- Keep abreast of new trends and advancements in the area of health and adolescent development of youth.
- Generate and distribute fliers for workshops/activities scheduled.
- Prepares a monthly plan for youth activities.



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- Perform other duties as assigned.

#### **Minimum Qualifications (Education & Experience)**

- High School Diploma (or high school equivalency) plus at minimum two years of related experience, working with Tribal Youth and their families. AND or
- Associate degree in applicable related field, (*child development, psychology, social work etc.*) **AND** six (6) months of experience working with Tribal Youth, particularly related to health promotion activities and or prevention.
- Training or a combination of training and experience (*i.e., working with Tribal Youth and their families*), may substitute for degree requirements on a year for year basis.
- Proof of valid driver license, with a clean driving record.
- Current CPR/First Aid, or ability to obtain within three months of date of hire.

#### **Preferred Qualifications (Education & Experience)**

- Bachelor's degree in in applicable related field (child development, psychology, social work etc.) and experience working with youth, particularly related to health promotion activities.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

#### **Necessary Knowledge, Skills, and Abilities**

- Maintains knowledge of local resources for community members, particularly related to health and wellness activities.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Possess a genuine enthusiasm for the success of CTHP's programs and exercise a strong sense of stewardship in developing and maintaining community relations.
- Ability to be sympathetic, and work with youth in a caring, appropriate, and motivating manner.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Ability to speak effectively in public.
- Skills in operating personal computer using a variety of computer software.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to coordinate and manage projects and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Ability to work independently as well as with teams.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.



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**Working Conditions**

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk, sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

**Conditions of Hire**

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season. Covid-19 vaccine is required. *Refer to Covid Policy.*

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

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Employee Printed Name

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Employee Signature

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Date of Signature

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Supervisor Printed Name

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Supervisor Signature

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Date of Signature