



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 01/05/21  
CLOSE: 01/20/21

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** LEAD TRIBAL YOUTH INITIATIVE COORDINATOR

**RESPONSIBLE TO:** Education & Employment Director

**SALARY:** GS - 06 \$31,063 - \$39,941 Annual/Full Benefits  
GS - 07 \$34,137 - \$44,371 Annual/Full Benefits  
GS - 08 Full Benefits (requires 10+ years of tribal service)

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** P.L. 101-630 level

### POSITION OBJECTIVES

The primary purpose of the Lead Tribal Youth Initiative Coordinator is to work collaboratively with Klamath Tribes program serving Tribal Members, ages 12-24, of the Klamath Tribes, to ensure that programs are maximizing limited resources to better serve Tribal Youth. In addition,

Additional responsibilities overseeing and supporting The Klamath Tribes' Youth Leadership Council including implementation and evaluation of youth led strategies in the areas of youth leadership, mental health promotion, alcohol & drug prevention efforts, family engagement, youth social issues, connections to cultural learning opportunities, opportunities for talent expression and promotion of education.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Oversee the collaboration of The Klamath Tribes programs to ensure the objectives of The Klamath Tribes Youth Initiative are fulfilled.

2. Plan quarterly meetings between The Klamath Tribes programs serving youth to review grant and/or program objectives including review of implementation plans, strategies, and services provided in the community.
3. Assist in creating a multi-departmental coordinated effort to assess community needs, encourage family involvement and provide an overall holistic approach to support a safe and healthy environment for youth to thrive in.
4. Provide comprehensive guidance to Klamath Tribal Youth ages 12- 24 and act as an overseer for the Klamath Tribes Youth Leadership Council. Including implementation and oversight of the Klamath Tribal Youth Leadership Council bylaws.
5. Manage The Klamath Tribes Youth Initiative Budget, including periodic financial reports to monitor spending.
6. Advertise and secure volunteer pool through Klamath Tribes' Volunteer policy. Maintain list of current volunteers and manage their support and compensation for participation.
7. Work closely with the Tribal Health Youth & Family Guidance Center, Education and Employment Department, Social Services Department, and other departments, Tribes, and community partners as an advocate for the youth.
8. Ensure that Klamath Tribes Youth Council is actively involved in carrying out prevention messaging, events and activities related to alcohol, drug, and tobacco prevention, suicide prevention, and/or juvenile crime prevention.
9. May be required to secure facility rental, order food, and oversee youth activities.
10. Actively communicate with Tribal Youth and The Klamath Tribes Education Department to determine their educational and developmental needs and interests by hosting listening sessions and/or meetings to discuss needs
11. Develop partnerships with agencies, educational and training institutions, businesses to enhance entrepreneurship opportunities for the Tribal Youth.
12. Evaluate effectiveness of youth initiative programming and activities. Provide periodic progress, and annual reports showing achievements of youth initiative strategies and programs against planned targets for Tribal Council review needed.
13. Encourage Tribal youth to participate programs activities, opportunities and events by maintaining steady forms of communication, i.e. newsletter submissions, displays, email, phone, social media, or The Klamath Tribes websites and calendars.
14. Attend meetings as an advocate for the Tribal youth when the need is identified.

15. Transport and/or chaperone youth to events and youth related activities.
16. Prepare meals and /or snack for program participants, as needed.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the general supervision of the Education & Employment Director. Employee works independently, resolves problems on the basis of past precedents and will refer unusual problems or matters affecting policy to the supervisor; exercises judgement in interpreting guidelines and applicability; ensures deadlines are met. Employee plans and carries out various stages of a plan by selecting and using approved methods and techniques as appropriate. Assignments and records are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge and understanding of Native American Life Skills.
- Must possess good public and interpersonal relationship skills; which includes the ability to meet and work with a variety of individuals exercising tact, diplomacy, and mature judgement; remaining pleasant, courteous, and professional in stressful situations.
- Ability to communicate effectively orally and in writing.
- Ability to function positively in an environment of limited resources.
- Ability to occasionally work outside the normal work hours for program activities, or training.
- **Strong interpersonal skills**
  - Ability to work effectively with youth, peers, individuals and groups
  - Ability to work effectively as a team member
  - Ability to effectively work with Native American populations; knowledge of the Klamath Tribes' culture is preferred
  - A general understanding of cultural differences and have a strong appreciation of and respect for other cultures
  - Empathetic manner to deal with clients who may have multiple needs
- **Strong organizational skills**
  - Ability to establish priorities, manage time and adhere to deadlines
  - Ability to be punctual to appointments, meetings, and groups
  - Ability to perform administrative tasks related to documentation

- **Strong interpersonal skills**
  - Ability to communicate clearly and concisely in an oral format
  - Ability to communicate clearly and concisely in a written format
  - Ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and prepare reports.
  - Ability to apply principles learned to new situations
  - Ability to learn and teach new skills
  - Ability to conduct public presentations
  
- **Strict confidentiality**
  - Ability to maintain a high level of **strict confidentiality** of records and information pertinent to the nature of the work.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.*)
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED to have a minimum of three (3) years of experience working with youth in an identified prevention activity such as a mentor, athletic coach, or other identified youth program.**
- **REQUIRED** to have previous work experience overseeing multi-departmental collaborative efforts.
- **REQUIRED** to have previous work experience and knowledge of the aspects and challenges of Native Americans living in culturally, socially, and economically disadvantaged communities.
- **REQUIRED** to have general knowledge of the cultural customs, practices, and social culture of the Klamath, Modoc, and Yahooskin people.
- **REQUIRED** to obtain and maintain an Oregon Food Handlers Permit within 90 days of hire, (program may assist with application fee), must obtain the permit prior to any food preparation.

- **REQUIRED** to submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment. (*Must provide proof of the Hepatitis A and Tuberculin skin test with application.*)
- **REQUIRED** to acquire and maintain CPR certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

#### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

#### **APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes**

**ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>