



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Transitional Aged Youth Program Liaison
Dept./Division: Health Division/Sewa Uusim
Unit: Sewa Uusim
Job Family/Class: Community Service – Case Management
Supervised By: Family and Youth Coordinator
Employee Type: Hourly
Pay Grade: 15 / 18

NATURE OF WORK:

The incumbent is an integral part of a team providing liaison services to Education, Workforce Development, Social Services and Sewa Uusim worksites. The Transitional Aged Youth Program Liaison provides support to the different programs by offering resource information, training to enhance services and provide cultural perspective to families and providers. This position assists with the tracking and coordination of services offered by different departments and programs, refers clients and follows-up on current clients to ensuring continued utilization of provided services and tracking the progress of clients who are enrolled.

ESSENTIAL FUNCTIONS:

- Provide resource information and services coordination for support services that are provided by the Education, WIOA, Social Services and Sewa Uusim Programs for community youth and families.
- Assist the Family and Youth Coordinator and other Sewa Uusim Program staff in locating and dispersing information on local resources to meet the needs of teens, women and parents.
- Provide referral services and follow-up on clients who are currently enrolled in the different programs offered by the Tribe.
- Work with clients and departments to ensure all available services are being offered to the client and the client is activity participating.
- Maintain and update client files with appropriate documentation; ensure current client status and progress is reported, including programmatic information from other departments.
- Assist with the Global Assessment Inventory of Needs (GAIN) assessment and screening tool by administering the tool, tracking outcomes and providing information to evaluate and improve the effectiveness of the tool.
- Assist with workshops in life skills, this includes, but is not limited to the following: Casey Ansell Life Skills Assessment and Training and White Bison Programs.
- Work a flexible schedule to include evenings and weekends to accommodate the needs of youth and family, this can include community events and training.
- Provide outreach activities and events in the community.
- May be required to transport clients to and from different departments to enroll and participate in in events and programs.
- Attends Wraparound Team/SOC Meetings.
- Perform other duties of a similar nature or level as requested by supervisor or director.

New: 03.04.2016

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Wraparound service philosophy;
- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Outreach strategies;
- Prevention strategies;
- Community and tribal resources;
- HIPAA and confidentiality requirements in a Behavioral Health setting;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Maintain files and records;
- Compile and report data;
- Develop and prepare a variety of correspondence, reports, articles, documents and forms;
- Utilizing social media as a part of the outreach strategy.
- Motivate others by providing positive encouragement;
- Group planning and facilitation;
- Public speaking;
- Provide support to families in the program;
- Work on a multi-disciplinary team of providers at all levels of training and experience;
- Communicate effectively verbally and in writing;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Grade 15

Associate's Degree in Social Work, Psychology or a related field and two (2) years of Social Work, Case Management or Behavioral Health experience with young/child population; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

OR

Grade 18

Meet State of Arizona requirements as a Behavioral Health Technician (BHT) with an Associate's Degree in Social Work, Psychology plus two (2) years of Social Work, Case Management or Behavioral Health experience.

AND

Bilingual English/Spanish preferred;
Life Skill training experience is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.
- CPR and First Aide certifications within three (3) months of hire.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal-insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, reaching, standing, walking, pushing, lifting, balancing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date