

# TOIYABE INDIAN HEALTH PROJECT, INC.

## POSITION DESCRIPTION

**POSITION:** Family and Cultural Coordinator

**SALARY RANGE:** TSS 7

**WORK STATION:** Bishop

**SUPERVISOR:** Project Director

**SUPERVISES:** NONE

**NON-EXEMPT:** FULL TIME

**POSITION SUMMARY:** The Cultural and Family Coordinator (CFC) is responsible for ensuring that activities are culturally appropriate, culturally competent, and community-based in all aspects of the Circles of Care (COC) grant, which provides capacity-building funding for tribal communities to design a community-based, coordinated care approach to youth mental wellness. The CFC will also be responsible for creating a wide variety of opportunities for the family voice to be included in COC work.

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Must have knowledge and experience in ensuring cultural appropriateness and competency in program/projects impacting the Native American community.
3. Must be a parent or family member of a child or adolescent who has (or has had) a serious mental health need and is currently receiving/received mental health services through the local mental health services system.
4. Must possess excellent oral and written communication skills.
5. Must possess a valid drivers' license and be insurable with company insurance.
6. Must be currently CPR certified, or willing to be certified within three (3) months of hire.

Circles of Care – Culture and Family Coordinator

Approved: BOD 3/2/18

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7. Must be sensitive and possess an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code § 472 & 473).

**RESPONSIBILITIES:**

1. Conduct outreach efforts and facilitate family and community involvement in all COC activities.
2. Ensure cultural appropriateness and cultural competence in all COC activities.
3. Incorporate Paiute and Shoshone language and traditional practices into COC work and COC planning.
4. Develop and carry-out assignments in an efficient and timely manner, meet deadlines, use mature judgement, maintain confidentiality, and work independently.
5. Performs other duties as assigned.

Reviewed:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_