



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603  
Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

OPEN: 0 /1 /22  
UNTIL FILLED

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

### POSITION DESCRIPTION

**POSITION:** PREVENTION COORDINATOR

**RESPONSIBLE TO:** Prevention Supervisor

**SALARY:** Step Range: 9 (\$3,700) - 28 (\$7,000); Full Benefits

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

**LOCATION:** Klamath Tribal Health & Family Services  
Youth & Family Guidance Center  
Klamath Falls, Oregon

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

### POSITION OBJECTIVES

The primary responsibility of the Prevention Coordinator is to work under the direction of the Prevention Supervisor identifying risk factors within the tribal community and develop prevention activities surrounding identified areas of risk according to various grant objectives. Under the guidance of the Prevention Supervisor, ensure prevention events are organized and successfully carried out.

Additional responsibilities include facilitation of prevention groups at identified schools. Ensure afterschool, school break, and summer prevention activities are available and offered on a consistent basis.

## **MAJOR DUTIES AND TASKS**

1. Under the direction of the Prevention Supervisor the Prevention Coordinator will assist in implementing prevention strategies, including community events and activities that appeal to the target population.
2. Follow the event planning standing operating procedures and coordinate event logistics as directed by the Prevention Supervisor. The Prevention Coordinator may be required to secure facility rental, order food, oversee the design and purchase of t-shirts or other program incentives, recruit speakers/coaches/support staff, develop and distribute event flyers, and complete financial processes.
3. Facilitate prevention groups including but not limited to cultural groups, talking circles, prevention education classes, suicide prevention trainings, and other prevention topics as directed by Prevention Supervisor.
4. Under the direction of the Prevention Supervisor, work collaboratively with parents, City/County Indian Education liasons, Klamath Tribes Youth Initiative Stakeholders, Youth probation staff to identify environmental factors that may be contributing to the youth's presenting problem(s). Use a strength-based approach, explore and identify areas where further support may be needed and make appropriate referrals.
5. Work with parents, guardians, and or youth to develop brief, short term, attainable goals in the areas of self advocacy, communication efforts, access to health care and/or behavioral health, transportation barriers, and access to support services in the community. When needed, refer youth and families to the appropriate level of care.
6. Attend meetings with community partners as an advocate for the youth and/or family as directed by the Prevention Supervisor.
7. Promote and educate community on YFGC services and program activities at local, regional, tribal, and State functions as directed by the Prevention Supervisor.
8. Monitor number of participants attending all groups, events, activities and report this information to the Prevention Supervisor following each occurrence. In addition, maintain records on attendance including registration forms and activity waivers.
9. As requested, attend collaborative and/or informational meetings and/or trainings with community partner s, grantors, coalitions, and committees in order to understand, explore, and/or identify available resources, field dynamics, and overall community needs.
10. Transport youth and families to Y&FGC program activities and other tribal program activities as needed adhering to the GSA policy.

11. Chaperone youth and families to off-site, one or multi-day trips to conferences, outdoor camps, outings, trainings, meetings as planned.
12. Prepare meals and/or snacks for program participants, as needed.
13. Other duties as assigned.

### **SUPERVISORY CONTROLS**

The Prevention Coordinator works under the supervision of the Prevention Supervisor. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations that do not have clear precedents

Employee works independently, resolves problems on the basis of past precedents; exercises judgment 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. Most assignments are reviewed for quality and compliance with established policies and procedures.

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

- Knowledge and understanding of Adolescents, family dynamics impacted by substance use and/or mental health, and social issues affecting youth and families
- 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 judgment; 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
- Flexibility to work outside the normal work hours for program activities, or training including multi-day trips
- Ability to physically engage in challenging activities such as hiking, climbing, canoeing, biking, ropes course, running, caving, standing, kneeling, bending, carrying 50lbs
- **Strong interpersonal skills**
  - Ability to work effectively with peers, individuals and groups
  - Ability to work effectively as a team member
  - Understanding of Historical Trauma, Post Colonial Stress Disorder and pre-disposition and its impacts and effects on multi-generations preferred general

- understanding of cultural differences and have a strong appreciation of and respect for other cultures
- Empathetic and patient manner to deal with clients who may have multiple needs
- Ability to display a non-judgmental, helpful, solution focused attitude at all times
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work
- **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 communications skills**
  - Ability to communicate clearly and concisely in an oral format
  - Ability to communicate clearly and concisely in a written format
  - The 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 to prepare simple reports
  - Ability to apply principles learned to new situations
  - Ability to learn and teach new skills
  - Ability to conduct public presentations, facilitate groups, and lead open discussions
- **Strict confidentiality**
  - Ability to maintain strict confidentiality of medical records and adhere to the standards for health recordkeeping, HIPAA and the Federal Drug & Alcohol Confidentiality Law.

## **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 a minimum of one year experience working with youth in an identified prevention activity (mentor, athletic coach, big brother/big sister program, etc.).
- **REQUIRED** to obtain Certified Prevention Specialist certification, (**must obtain within 2 years of hire**). Program will assist with cost for obtaining certification.
- **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 model a clean and sober lifestyle both on and off the job.
- **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 Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to be fully vaccinated against the COVID-19 virus or have a valid medical or religious exemption as a term and condition of employment.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain BLS 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 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 the 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.

**Preferred Qualifications:**

- Previous experience in program development is preferred.
- Knowledge of Klamath, Modoc, Yahooskin traditions, social culture, and historical timeline.

**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 a Klamath Tribal Health & Family Services *Application for Employment* with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**  
**3949 South 6<sup>th</sup> Street**  
**Klamath Falls, OR 97603**  
[jobs@klm.portland.ihs.gov](mailto:jobs@klm.portland.ihs.gov)

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.