



POSITION DESCRIPTION

| Native American Life Skills Coach | | |
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| CLASSIFICATION Full Time | FLSA STATUS Non-Exempt | DEPARTMENT Behavioral Health |
| DATE OF LAST REVIEW/REVISION December 2016 | ASSIGNED SITE Chico/Willows | REPORTS TO SAP Program Manager or Substance Abuse Counselor |
| | | SUPERVISES None |

POSITION SUMMARY: By performing various duties within the Clinic and community outreach in the NVIH catchment area, the Native American Cultural Life Skills Coach will advocate for and promote the health and well-being of Native Americans regarding issues revolving around the prevention, intervention and/or treatment of major depressive disorder, suicide risk, alcohol, drugs and tobacco prevention and other related disorders. The Substance Abuse Program Manager or Substance Abuse Counselor will provide program support, staff guidance and supervision. If the Substance Abuse Program Manager or Substance Abuse Counselor is unavailable to provide supervision, then a Clinician will be assigned. The Native American Cultural Life Skills Coach job description, protocol, recordkeeping policy and procedures will follow Substance Abuse record keeping guidelines and policies and procedures and will be kept in the NVIH/SAP P/P manual. General Policy and Procedure will be in accordance with the guidelines set forth in the NVIH Employees Manual.

The Native American Life Skills Coach is an individual who is a cultural match and a positive role model for Native Americans. The Native American Life Skills Coach is someone who cares deeply about youth and who is able to form healthy and caring relationships with Native American youth. The Native American Life Skills Coach is someone who carries traditional Native American knowledge and wisdom. They may speak Native Languages, know how to sing Native American songs, teach drumming, beading, dancing, tell stories, and engage in other Native American ceremonies. The Native American Life Skills Coach must be able to think and act outside of their personal belief system in order to connect properly with Native youth and others who may or may not have a specific belief system. The mentor builds relationships with youth by planning and meeting short and long term goals for success in achieving a healthy life style and self-sufficiency. The Life Skills Coach must be available to take calls and drive. The Life Skills Coach must be willing to work on weekends and during after school hours as needed when youth are not at school.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may or may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Educate youth in developing Critical Thinking and Problem-Solving Skills utilizing the NVIH approved resources and program development tools.

2. *Educate youth on signs and symptoms of major depressive disorders and/or suicide risk and prevention. Provide community-wide resource information regarding available assistance in obtaining help to address major depressive disorders and suicide prevention.*

3. *Educate youth on the health risks on the use of alcohol and tobacco products. Provide community-wide resource information for youth who need assistance in addressing a problem with alcohol or tobacco use.*

4. Ability to assist youth explore opportunities in work-based exploration and community service activities such as site visits, job shadowing, job fairs and internships.
5. Ability to mentor youth on completing daily living skills including:
 - Caring for personal health
 - Managing money
 - Taking care of personal needs
 - Preparing food
 - Caring for clothing
 - Shopping
 - Maintaining a living space
 - Managing time
6. Coordinate youth activities that encourage group participation as well as collaboration and positive communication with other individuals and groups

7. Knowledge and ability to provide training for various Native American culturally relevant activities, crafts and projects.
8. Coordinate, manage and implement a Mock Interview Program that would give youth the skills necessary to participate in working interviews utilizing NVIH approved program material that incorporates:
 - Gaining valuable experience in how to be successful and confident during an interview
 - Learning the interview process by preparing actual experience and skills towards the position
 - Receiving feedback on improving interviewing skills
9. Refer youth to other services and provide transportation per the behavioral health/transportation policies and procedures as needed.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

QUALIFICATIONS AND REQUIREMENTS:

1. Educational requirement is a high school diploma or equivalent [i.e. GED or CHSPE].
2. Traditional Native American Cultural knowledge is required. Any applicable Certification(s)

revolving around Native youth and the prevention, intervention and/or treatment of alcohol, drugs and other related disorders is preferred.

3. Prior experience and working knowledge in working with Native youth within urban and/or rural Native communities is preferred.
4. Willing and able to obtain training on information related to alcohol, drug and domestic abuse and other related issues to include Native and Non-Native resources.
5. Must be computer literate.
6. Must be willing to take calls from youth when needed and work on weekends
7. Ability to work in an organized manner and have an ability to assist and support others
8. Must be a positive role model by practicing excellent work and personal ethics
9. Must be able to successfully pass a background check.
10. Must have a clean driving record, possess a California driver's license a maintain proof of liability insurance throughout employment.
11. Current CPR certificate or be able to obtain one within 60 days.

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other that the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

MATERIAL AND EQUIPMENT USED:

Computer E-Mail Telephone Voice Mail Fax Machine

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- a. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas.
- b. **Communication:** Ability to effectively communicate with co-workers, members of outside agencies, in person, by telephone, and by email.
- c. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
- d. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds.
- e. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves.
- f. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment changes.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the Native Youth Cultural Mentor position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employee Signature