

Job Title: Outreach Coordinator

Department: Behavioral Health

Reports to: Behavioral Health Director

Salary Level: \$42,000-50,000 Annually

FLSA Status: Non-Exempt

Approved by: Behavioral Health Director

Approved Date: June 2023

SUMMARY: The Outreach Coordinator job is a grant funded position and is responsible for connecting our organization with the surrounding community through collaborative work with other agencies to provide prevention and education to schools and communities. This position will also facilitate Behavioral Health sessions and coordinate all staff (Behavioral Health and MAT Program Staff) involved with these sessions. This position is the centerpiece for planning and preparing for events and ensures all the teams (whether school staff, Behavioral Health staff or MAT Program staff) are working together collaboratively to execute a successful event. Their duties also include planning and preparation for cultural and traditional programming such as Gathering and Weaving Workshops and other program activities. This position is expected to facilitate monthly outreach presentations to include connecting community members to available resources along with eligibility verification.

FUNCTIONS & RESPONSIBILITIES:

1. Coordinates all outreach events for the department, throughout the whole year pertaining to substance abuse education and prevention.
2. Coordinates community activities
3. Coordinates recovery support groups and meetings.
4. Provides community outreach.
5. Implements educational materials in relation to addiction, prevention, and awareness.
6. Collaborates with other staff and service providers in developing and implementing outreach events.
7. Responsible for representing agency at community events, meetings, and program, reviews.
8. Responsible for collecting data, completing grant reports and supervising outreach team.
9. Maintains client records in a responsible matter.
10. Must be willing to work additional hours for departmental events.
11. Meets all deadlines as required by the funding agency and accrediting agencies.
12. Ability to maintain confidentiality according to the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

BASIC REQUIRED ABILITY:

PUBLIC RELATIONS/ ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

QUALITY IMPROVEMENT RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies and procedures that enable KMC to provide continuously improving healthcare.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a self-desire for self-improvement.

Other Skills and abilities:

- Must demonstrate emotional stability, adaptability, firmness, patience, self-control, tact, good judgment in moral, ethical, and cultural matters, and confidentiality for all related work required.
- Knowledge and sensitivity of the needs of Native American communities and culture.
- Skill in operation of a computer, calculator and other office equipment.
- Knowledge of filing regulations, guidelines and office procedures.
- Ability to work independently under established priorities and deadlines.
- Knowledge of maintaining and managing files and records.
- Knowledge of grammar, spelling, punctuation, and common technology.
- Knowledge of Microsoft Excel and word.
- Must have excellent communications skills with the ability to talk to people in crisis situations.
- Must be able to identify and maintain confidential information.
- Must be able to sign a confidentiality statement.
- Must be able to type at least 45 words per minute.
- Must be punctual and willing to work additional hours if necessary.
- Must be able to perform all job duties in stressful situations.

EDUCATION AND/OR EXPERIENCE:

- (1) Bachelor's degree in social work, psychology, or behavioral science from an accredited college or university and certified in the state of California as an Addiction Counselor, Substance Abuse Counselor, or Chemical Dependency Counselor, at least two years' experience as an Outreach Coordinator; OR
- (2) Bachelor's degree with at least two years' experience working in public relations, or as an Outreach Coordinator; OR
- (3) No degree and four years' experience working in as an Outreach Coordinator or similar role
- Valid California Driver's License
- High School Diploma

CERTIFICATES, LICENSES, REGISTRATIONS: Current CPR certificate or have the ability to obtain one within 60 days of hire.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos; Ability to write simple correspondence; Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; Demonstrated knowledge of grammar, spelling, punctuation, and common technology.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's; Ability to perform these operations using units of American money and weight measurement, volume, and distance.

CONFIDENTIALITY: Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deals appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and annual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk to hear. The employee frequently is required to sit. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities. The noise level in the work environment is usually quiet.

ANNUAL TRAINING REQUIREMENTS: At a minimum employee is required to be certified for the following training 1) Health Stream courses and 2) CPR.

Employee Signature

Date

Supervisors Signature

Date

Human Resource Signature

Date