



JOB DESCRIPTION

JOB TITLE: Tribal and Urban Indian Liaison

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Executive Director and/or Deputy Director, who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Incumbents in this position may provide training and orientation to newly assigned personnel.

POSITION SUMMARY: Work between local Native American Tribal communities, Urban Indian populations and the agency. Duties include outreach, assisting Native American families and individuals with enrollment, referrals to community resources, and maintaining good public and group relations with the Native American populations and Tribes in the service region.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Develop strategies to reach underserved populations within the local Native American and Urban Indian communities.
- Coordinate with local Tribal housing and components of Tribal Government to better provide services and referrals for low-income Tribal members.
- Build and maintain personal and professional relationships within Native American populations to develop referral pathways for services.
- Assist Native American families and individuals in completing program enrollment processes as needed.
- Collaborate with local and Tribal community organizations and establish information-sharing processes as needed.
- Participate in relevant trainings, meetings, conferences, committees, etc. on local, state and national levels to expand and/or share knowledge base in Native American and Urban Indian barriers and needs for services.
- May be responsible for submitting timely reports to agencies on project goal progress.
- Consistently maintain a professional and courteous manner and an ability to work effectively and harmoniously as a team member with other employees and the general public.
- Maintain regular job attendance and adherence to working hours.
- Accepts and performs other work as assigned.
- Safely operate a vehicle for business travel as needed.
- Follow all CSC safety and personnel policies.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and one year of higher education, degree preferred, in a field providing an understanding of community health, social services and/or communication skills. One year experience working in a non-profit setting or in a related coordinator role, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic needs of low-income families. Competent in Native American and Urban Indian culture, needs of services, Tribal government and organization. Ability to write reports, coordinate trainings, and work with diverse individuals and community partners. Ability to develop good relationships with relevant Tribal and community members. Ability to work in a team environment and/or coordinate work and services with other internal and external partners. Excellent computer skills. Must have reliable transportation, proof of current insurance and a valid Oregon driver's license with an insurable driving record.

Representation from the Native American or Urban Indian communities preferred.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification. Possession of or ability to obtain a valid Oregon driver's license required.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. Typically exposed to office noises and interruptions such as printers, telephones, clients. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, or controls; and reach with hands and arms.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

I certify that I have read and understand the responsibilities assigned to this position. I can perform the essential functions of the position.

Employee Signature: _____

Printed Name: _____ Date: _____