

Native Americans for Community Action, Inc.
Job Description

Job Title: Youth Engagement Specialist
Department: Community Development, Circles of Care Project
Reports To: Project Manager
FLSA Status: Non-Exempt – 40 Hours

SUMMARY

The Youth Engagement Specialist is responsible for developing and leading youth activities. The intent of this position is to represent the voice of youth who have serious mental health needs. This position is responsible for developing programs for young people to facilitate their involvement in the planning and development of a system of care model, and to promote positive youth leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include the following; other duties may be assigned.)

- In collaboration with the project team, determine most appropriate route for advisory recruitment (i.e. external nomination process or targeted recruitment) including identification of potential youth who have gone through the existing mental health system for participation.
- Ensure youth-driven activities occur to increase engagement in system of care development.
- Work as a team with NACA personnel and the community to integrate the approach and effort in promoting the goals and objectives of the Circles of Care project.
- Establish and maintain consistent, close relationships with other youth serving community agencies and organizations and behavioral health providers for referral, early intervention response, and networking purposes.
- Attend local, regional, and national project meetings and trainings, as needed, to promote the Circles of Care program.
- Assist in the preparation, maintenance, and acquisition of relevant documentation, files and records, ensuring rigorous protection of client information.
- Assist in the development and distribution of educational and informational materials to increase individual, youth, familial, and community awareness of and provide educational information regarding the systems of care approach and related issues.
- Participate in the organization Quality Improvement Program through incident reporting and identifying opportunities for improvement.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum required: AA degree in health and/or human services or related field and two (2) or more years of previous experience in community-based services.

Preferred: Bachelor's degree in health and/or human services or related field or equivalent field with equivalent combination of education and experience sufficient to successfully perform the essential duties of the position

KNOWLEDGE, SKILL, AND ABILITIES REQUIREMENTS:

- Knowledge in children's mental health and related services system with demonstrated experience in working with youth empowerment and leadership programs, demonstrated ability to foster collaborative relationships.
- Working knowledge of advanced computer operations, word-processing and database programs;
- Ability to plan and accomplish work within established policies, objectives, priorities and timelines;
- Ability to perform moderately complex work, review work for accuracy, completeness and conformity to established procedures;
- Ability to establish and maintain positive working relationships with others;
- Knowledge of theories, concept, and principles of systems of care and/or other prevention strategies and processes;
- Familiarity with American Indian culture(s), society and working knowledge and respect for the American Indian culture, traditions and customs;
- Knowledge of youth-driven practices and experience in working with youth;
- Excellent community outreach capabilities;
- Effective verbal and written communication skills to prepare correspondence, concise reports and conduct presentations;
- Excellent human and public relations skills;
- Knowledge of community resources;
- Knowledge and skills with social work principles, practices and techniques sufficient to provide necessary and effective service to creating and enacting a community-wide system of care approach;
- Ability to maintain strict confidentiality of client information and records;
- Ability to prioritize work ability to work under pressure and emotional stress;
- Ability to prepare timely reports;
- Ability to establish and maintain positive working relationships with others.

LANGUAGE SKILLS

- Skill in public speaking and public representation in ways that cultivate effective "2-way" and group communications with diversity of community members, organizations, and youth.
- Skill in communications, interpersonal skills as applied to interaction with coworkers, supervisor, youth and families, a cross-section of community members and the public at-large, and other agencies and organizations, sufficient to exchange or convey information.
- Strong desire and interest to work with the population of this job classification.
- Speak and understand the Navajo, Hopi or other Native language preferred.

MATHEMATICAL SKILLS

Those necessary to successfully perform duties of the position.

CERTIFICATES, LICENSES, REGISTRATIONS

Minimum required: Class I Fingerprint Clearance. CPR, First Aid, and HIPAA Certification (can be acquired before and/or after hire). Possess a valid Arizona Driver's License. Must pass a criminal background investigation & fingerprint clearance in accordance with NACA policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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. While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds.

Frequent travel in the Flagstaff region and to distant communities in Coconino County, Navajo Nations, and Hopi Reservation is likely for the purposes of face-to-face encounters and program outreach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered when attending to clients, program participants, and employees while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet.

By signing below, I acknowledge I have received a copy of my job description.

Employee name

Date

Employee signature