

## QUILEUTE TRIBE JOB DESCRIPTION

**JOB TITLE:** (2) Positions Youth and Family Intervention Advocate  
**ORGANIZATION:** Department of Human- Services – TANF Program  
**SUPERVISOR:** TANF Coordinator  
**SALARY:** \$20-21.50/hour, DOE, DOQ  
**CLOSES:** May 6, 2010 OR Until Filled

### DUTIES AND RESPONSIBILITIES:

Assist youth and families with education and support services designed to prevent teen pregnancy and intervene for TANF-eligible families at risk of child abuse or neglect.

Responsibilities include:

1. Perform assessment services and surveys to determine needs; develop or implement appropriate curriculum from determinations.
2. Coordinate and facilitate appointments, staffing, team meetings and services to individuals, families and community partners.
3. Provide case managements services, including, but not limited to advocacy, service coordination and monitoring of service delivery as needed.
4. Offer informational groups or sessions to provide families with the tools to create and maintain open, positive lines of communication.
5. Work with the TANF Coordinator, ICW Caseworker, Quillayute Valley School District and other supporting agencies to implement an educational support program that includes regular gender-specific groups covering health and sex education, as it relates to plans for their futures.
6. Provide at-risk teens with activities designed to reinforce their hopes and goals for the future, including field trips, community service activities and various events.
7. Coordinate with TANF and ICW to support families in achieving the goals of existing Family Service Plans, safety plans or court-ordered objectives.
8. Collect and organize data and statistics to analyze progress and determine goals.
9. The intervention advocate will also make referrals to other programs as appropriate.
10. At the request of the Director of Human Services, represent the Department of Human Services at meetings, conferences, community gatherings and other occasions deemed appropriate.

### QUALIFICATIONS:

1. Minimum of a Bachelor's Degree in a related field and/or four years of experience working with at-risk youth and families. Experience working in a Tribal setting desired.
2. Must have an awareness of substance abuse, mental health, family problems, teen pregnancy, sexual assault and domestic violence.
3. Must be capable of handling sensitive issues in an effective, confidential and compassionate manner.
4. Ability to communicate effectively, oral and written. Ability to explain complicated information in lay terms. Ability to work well with many different personalities and age groups.
5. Demonstrate excellent organizational and self-motivation skills.
6. Bring together other agencies to provide comprehensive services to youth and families.

**SPECIAL REQUIREMENTS:**

- Criminal history background check required.
- Possession of a valid Washington State Driver's License.

*The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.*

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

Interested parties send a QTC job application, resume and cover letter to the following address:

Quileute Tribal Council  
c/o Personnel Department  
P.O. Box 279  
La Push, WA 98350

Obtain a job application and job description at [www.quileutenation.org](http://www.quileutenation.org)

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.