



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

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Outreach Coordinator Position Description

Outreach Coordinator

Department/Program: Tribal Health & Social Services

Outreach Compensation: \$20.00 hourly,

DOE Benefits: Paid time off is based on and includes accruals of sick and vacation hours.

Miwumati recognizes twelve paid holidays per calendar year.

Employment Status: Regular, Part-Time, Non-Exempt Hours: Flexible working hours Monday through Thursday. Some weekend shifts may be required.

Supervision: No supervisory requirements Reports To: Miwumati Managing Director

Location: Miwumati Healing Center 4629 Highway 49 South, Mariposa CA 95338

Created/Revised: Revised March 2022

Position Description: The Outreach Coordinator offers services to the inter-tribal community of Mariposa. They will identify and engage tribal members for intervention, support and referral to appropriate health and social services. The outreach coordinator will utilize culturally-specific skills to meet tribal members where they are at, in order to provide information and connection to food, clean water, educational and employment resources as well as cultural connection, while guiding tribal members through case management style care.

Responsibilities also include basic operation around team schedules, coordination of team meetings, operation of program expectations, support team in data entry and supporting the facilitation of pro-social activities. This position is primarily a direct service position (80%) with the balance of the time (20%) spent performing general administrative tasks and service coordination.

Essential Functions:

- Provide outreach services around Mariposa County, identified hot spots for tribal family outreach activity during times of highest need
- Identify and refer tribal members to appropriate health and social services for resources
- Manage crisis and provide service intervention as needed
- Prepare and provide public presentations in order to inform and engage community providers about appropriate responses to tribal cultural and tribal members needs
- Attend meetings to coordinate service delivery

*Facilitate tribal engagement and self-determination, intergenerational engagement to build and strengthen their identity and role in the Native community

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Position Description continued:

Lead efforts to engage community/school referrals and outreach to appropriate services

- Coordinate meeting grant objectives and outcomes for various contracts funded through local and statewide government support
- Assist with grant writing and reporting to grow the program,
- Support staff in meeting grant objectives in a culturally specific manner including leading the team in conducting outreach and subsequent enrollment of Native youth who would benefit from the programs

Additional Duties: • Additional Outreach Coordinator Duties: • Other duties as assigned by managing director

- Additional Miwumati Healing Center Duties: o Understand and adhere to confidentiality o Coordinate wraparound services effectively with other programs and staff o Input data, and maintain Miwumati and/or contractually required information database systems to track client information ▪ Includes entering client data, assisting and/or preparing periodic reports o Represent Miwumati with the utmost professionalism at community events and other public relations opportunities o Work as an active member of departmental team o Participate actively in cross-departmental team projects o Contribute to fostering a safe and secure environment for community members and staff

Qualifications: Education & Training: • College graduate preferred with Bachelor's Degree in Social Work, Counseling, Education, or similar field preferred. o An equivalent combination of education and experience may be an acceptable substitute • Knowledge of service systems and tribal related issues for rural community • Knowledge and expertise in working with trauma impacted tribal families • Knowledge of local community resources and experience with work-force system and social service agencies, especially with low-income and ethnic minority clientele • Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community

Skills: • Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds • Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients • Ability to communicate with and develop positive relationships with tribal members, including skills such as: o Listening in a non-judgmental way o Using respectful language o Being direct and clear as appropriate o Avoiding power struggles o Honoring client confidentiality o Communicating effectively with both young people and adults • Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes • Ability to develop and maintain professional and trusting relationships • Ability to actively support and work with sexual minority and culturally diverse staff, participants, and community • Ability to work independently and efficiently in a variety of community-based, non-traditional settings • Ability to work in an interdisciplinary team setting • Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems • Ability to work in high-risk community settings during non-traditional hours • Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments • Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time • Ability to respect and honor cultural and human diversity, including: o Exhibiting an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith o Building on

diversity among and between individuals to strengthen the program community and the community at large o Serving as a role model for the principles of inclusion and tolerance o Understanding and respecting culture of youth/families • Communication skills, active listening, verbal and written, including public presentation skills • Proficient computer skills including: o Web-based research o Word Processing o MS Excel o Database use

Outreach Coordinator Work Environment: 30% office/classroom/home/remotely, 70% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis. Physical Requirements: • The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. • The employee may be required to sit for extended periods of time. • The employee must occasionally lift and/or move up to 30 pounds. • Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Equipment Used: Computer, phone, fax, copy machine. Safety Considerations: Some travel may be required. Other Requirements: 1. Valid California Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under Miwumati Healing Center's liability insurance policy which requires an CA licensure. 2. Successful completion of a background investigation (including a fingerprint criminal history check; Fingerprinting 3. Successful completion of a DHS Background Check Unit Application Procedures: Interested candidates should submit: 1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the Miwumati Healing Center team 2. A current Resume

Application Deadline: Open until Filled

Please send application materials to:
Attn: Managing Director; Miwumati Healing Center
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E-mail: miwumati@southernsierramiwuknation.org