

**YUOK TRIBE JOB DESCRIPTION  
Project Coordinator Tobacco Wellness**

Job Title:	Tobacco Wellness Project Coordinator			Job Code	7/8
Department	YHHS	Program Area	Tobacco Wellness	Location	All areas
Reports To:	Program Outreach Services Manager			FLSA Status	Non-Exempt
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>					
Salary Range	\$22.04-28.76/\$24.16-31.52				

**POSITION SUMMARY**

The Project Coordinator (PC) is responsible for overseeing the day to day activities of the Tobacco Wellness Project in both Humboldt and Del Norte Counties. The Project Coordinator provides direct administration, supervision, and leadership to the tobacco education program. The PC supervises program staff, completes progress reports, and coordinates the activities of the project. The PC acts as the program contact person for administrative and fiscal matters. The PC approves budgets, invoices, and staff changes. The PC conducts day-to-day planning, development, and implementation of the Scope of Work (1.3.4, 1-E-7, 2.1.2, 2.3.7, 3.1.1, 3.7.53-E-3); 20% of the PCs time is spent overseeing evaluation activities that are equal to 4 hours per week

**DUTIES AND RESPONSIBILITIES**

1. Project Development: Communicate with the Program Outreach Services Manager on a weekly basis the status of project planning and development.
2. Responsible for creating and managing the program budget for all projects. Works within an approved project budget which includes but is not limited to turning all necessary documents to fiscal with a project summary.
3. Create a complete calendar one month in advance prior to the start date of each project or training. Schedule and manage projects consistent with the goals and polices of the program/grant, solicit project proposal, assess feasible and appropriate projects for the program, and develop agreements between YHHS and other contributing agencies/organizations.
4. Project Implementation: Ensure that projects have been well planned including but not limited to: logistics, timing, daily activities, equipment and materials needed for the project. Ensure everything is in order for the project to begin which includes but is not limited to: contracts with OTA, TERO, Fiscal, delegating staff to ensure the project is successful, insurance, policies, and safety procedures are followed.
5. Training Implementation includes organizing orientations and trainings for the staff to ensure compliance with grant objectives.
6. Must attend annual Statewide Tobacco Conference
7. Liaison with Project Recipients: Includes maintaining regular contact with all approved project recipients before, during, and after the implementation of the scheduled project. This may also include having the Project Coordinator at the event to ensure that it's following the criteria of the Tobacco Wellness grant Objectives and Tribal Policy guidelines.

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8. Keep systematic records of all projects up to five years. Maintains files, documents and all correspondence related to each project whether selected or not. Maintain copies of sign in sheets, photo documentation, and other documentation for auditing and reporting purposes. Each approved project recipient will receive an approval letter and each denial project recipient will receive a denial letter.
5. Other duties as assigned

#### **SUPERVISORY RESPONSIBILITIES**

Supervises program staff under the Yurok Wellness Tobacco grant. The Responsibilities include planning, assigning, and directing workload. Position may assess employee performance and recommends as necessary corrective action to the Program Outreach Services Manager.

#### **MINIMUM QUALIFICATIONS:**

- Experience supervising staff.
- Effective communication skills both orally and in writing
- Flexible work schedule is required, to include evening and possible weekend hours or as needed to provide services, training, and presentations to families as well as other community or volunteer events:
- Strong working knowledge of office communications systems (e-mail, voice mail, IBM compatible computer systems).
- Must be proficient in utilizing computer-based client tracking systems, and have basic computer literacy.
- Applies appropriate leadership styles in a variety of situations. Promotes personal and professional development in an interdependent environment.
- Experience in developing projects in a community service environment. Knowledge of group dynamics, supervisory and management. Experience developing, implementing and monitoring long term plans and strategies.
- Knowledge of Tribal guidelines, regulations, and procedures and ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities, of the office and tribal organizations. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.
- Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement could lead to immediate dismissal.

#### **EDUCATION/EXPERIENCE:**

Grade 7: Bachelor's Degree from an accredited college or university.

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Grade 8: A Bachelor's Degree from an accredited college or university AND one (1) year of relevant experience.

**Note:** Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience (including in service experience) are acceptable.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Must have a CDL and a clean driving record.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. LANGUAGE SKILLS:  
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
6. REASONING ABILITY:  
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS:  
While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned

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duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date