

## TANANA CHIEFS CONFERENCE

### JOB DESCRIPTION

**Job Title:** SOC Youth Lead  
**Oracle Job Name:** 0755.SOC Youth Lead.03.NEX

**Location:** Village-based  
Tanana Chiefs Conference  
Location to be announced

**FLSA:** Non-exempt  
**Department:** Behavioral Health  
**Supervisor:** SOC Rural Clinical Supervisor  
**Level:** 3  
**Status:** Full-time; Regular

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**Job Summary:** The incumbent will represent the voice of youth who have a SED, and will be responsible for infusing this perspective through the System of Care. This position will participate in the TAC Yukon Koyukuk SOC Subcommittee as well as work closely with all program staff to support effective decision making and program development. The incumbent will also play a central role in outreach and engagement of young people in development of the SOC. In order to build the capacity of the SOC region, as well as effectively facilitate the engagement of youth, this position will be hired from the Yukon Koyukuk sub-region.

*Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion and empathy.*

**Essential Functions:** *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Representative Duties:** Under the supervision of the SOC Rural Clinical Supervisor, job incumbent will:

1. Inform and educate village residents about program services.
2. Conduct village presentations and keep village council informed about the status of services provided in the villages.
3. Conduct activities with clients, providers, and children on a weekly basis.
4. Act as advocate for youth clients.
5. Network with other village members to accomplish objectives.

6. Recruit Village Emergency Replacements, Foster care and Fost-Adopt homes.
7. Help village families in need to access additional services.
8. Conduct home visits upon request of clients.
9. Refer all applicants (clients) to appropriate local, state and federal agencies for services.
10. Assist interested families and individuals in obtaining foster care licenses and foster care training.
11. Organize and assist in putting on Village Spirit Camp activities.
12. Coordinate Village Parenting Skills Training's sessions.
13. Keep accurate files.
14. Inform and educate village residents about program services.
15. Assists in the development of programs for young people to facilitate their involvement in the development of the SOC.

**Other Responsibilities:**

16. Perform other job related duties as assigned.

**Minimum Qualifications:**

1. High school diploma or GED equivalent.
2. Two years work or volunteer experience with families or related field preferred.
3. Must be familiar with the village and be able to effectively communicate with the residents.
4. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

**Knowledge, Skills and Abilities:**

5. Demonstrated abilities to communicate both orally and in writing. Candidate who are bilingual (conversant in both English and the Athabaskan dialect of their village and/or are tribal members of the village) are preferred.
6. Basic computer skills.

**Supervision:** This position has no supervisory responsibilities.

**Physical demands:** May be stressful at times, due to the nature of the work required of incumbent, especially when dealing with ICWA cases.

**Summation:** This position addresses the mental health needs of your and their families. Ongoing training and support will be given throughout the duration of the project.

**This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Acknowledgment

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date