

Title: Family Coach

Reports to: Project Director

Exempt Status: Exempt

Location: Kickapoo Reservation in Kansas

Primary Duties and Responsibilities: This full-time position reports to the Project Director to help individuals gain access to needed resources and services. This includes providing direct assistance in gaining access to resources, coordination of services, oversight of a resource library, and collaboration with community partners. The Family Coach will perform (1) coordination of the Family Resource Center and Library; (2) conversations and activities with community groups, families, and individuals in need; (3) referral and linkage to related resources to help the individuals receive needed services; and (4) monitoring, follow-up, and revision of strategies and resources as necessary.

This position will maintain a high level of communication and organizational skills. The Family Coach must possess the ability to work cooperatively with other programs, services, and partners, while maintaining a high level of independence.

Travel required including to local program sites, out-of-state travel for staff training, and grantee meetings/conferences as needed.

Required Education/Experience Requirements:

- B.A. Degree in social work, psychology, or social service related field preferred
- Knowledge and skills in community-based education and prevention
- Experience planning and implementing events and community activities
- Good interpersonal and communication skills
- Understanding of Tribal cultural identity and history
- Ability to establish and maintain effective working relationships with staff, agencies, and partners
- Experience handling a variety of socioeconomic factors
- Ability to effectively budget expense related items

Other Requirements:

- Must be able to pass a criminal history background check, be bondable, and eligible to obtain a valid Kansas State Drivers License and be insurable under the Tribe's vehicle insurance policy.
- Must pass an initial drug test and participate in a random drug-testing program of the Tribe.

Drug-free Workplace Policy: The Kickapoo Tribe In Kansas is committed to a drug-free work

environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in absence of qualified Indian Preference eligible.

Privacy Act: The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a) (i)(1).