



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500  
 Pretty Eagle St. Charles

## JOB DESCRIPTION

**Job Title:** Community Outreach Coordinator  
**Department:** Youth & Family Services  
**Reports To:** Youth & Family Services Director  
**FLSA:** Exempt  
**Salary Grade:** 4A (\$28,520.00-\$39,606.00)  
**Approval:** 6/9/2010  
**Status:** Full-Time 12-month  
**Location:** St. Labre A  
**Closing Date:** 8/20/2010

### SUMMARY

Provides instruction, coordination, and supervision to agencies and community members working within the Community Outreach Work Incentive program by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. \*Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time.

1. Organizes and plans different work & community activities in the community.
2. Meets with local businesses/agencies on and off the reservation to set up potential work sites.
3. Establishes partnerships with organizations to share resources and ideas.
4. Coordinates classes on work skills, work ethics, employment applications, resumes, and cover letters.
5. Provides weekly training for community members on job skills, budgeting; host workshops.
6. Acts as a liaison between businesses and workers.
7. Reports to director on a weekly basis regarding work habits of workers.
8. Uses Microsoft Excel and Word software to log activities of the Work Incentive Program.
9. Works with federal, private, and tribal agencies that provide service in the community.
10. Submits monthly updates for employee newsletter on progress of Work Incentive Program.
11. Oversees the Work Incentive Store.
12. Coordinates and maintains work and volunteer opportunities with agencies.
13. Submits monthly required documentation to organizations for resources.
14. Coordinates Y&FS sponsored events, such as the Halloween Fair, Christmas Elves Shop, Easter Egg Hunt, Child Abuse Awareness, Diabetes Fair, and Networking Luncheon by advertising and getting Work Incentive workers involved in set up.
15. Works with area agencies to build community through Health Fairs and Awareness projects.
16. Works with reservation agencies to do clean-up projects.
17. Works with all ages of people to include children through elders. May work an occasional Saturday for Community Volunteer Projects.
18. Manages Work Incentive hours and is responsible for administering Work Incentive Vouchers.

### SUPERVISOR RESPONSIBILITIES

This job has no direct supervisory responsibilities but oversees the Work Incentive Program participants. Will provide supervision to the Jesuit Volunteer Coordinator Assistant.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE

Associates Degree or Bachelor of Science in Social Work or Health and Human Services preferred; and 1-3 years related experience preferred.

**KNOWLEDGE SKILLS AND ABILITIES**

Excellent oral and written communication skills.

Friendly, outgoing, firm, flexible.

Maintains a positive and energetic presence with clientele.

Possesses leadership ability.

Displays initiative and is able to make good decisions and judgements Prepares and submits timely records and reports.

Ability to use limited resources as far as possible, creativity a must! Ability to work with Word and Excel programs.

Strong interpersonal skills with the ability to establish and maintain effective working relationships with community and the agencies on or off the reservations.

Ability to maintain materials of highly confidential nature.

Ability to work independently and still maintain high quality.

Have a strong understanding of how to build community relationships.

Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.

Commitment to the mission of the Roman Catholic Church in Native American education.

Sensitivity to, and appreciation of Native American people and their cultures.

Ability to serve as an appropriate role model for community.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Montana Drivers License Current CPR Certification Current First Aid Certification Current TB (Tuberculosis) Test within the last year

Background Checks \* Criminal Background Check \* Child Protective Services Check \* Division of Motor Vehicle \* Out of State Check (if lived in another state within past 5 years)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

