



**SUSANVILLE INDIAN RANCHERIA  
LASSEN INDIAN HEALTH CENTER  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-2542**

**POSITION ANNOUNCEMENT**

Position: CHILDREN'S WELLNESS COORDINATOR  
Announcement Date: October 19, 2017  
Closing Date: Open until filled.  
Hours: Full-Time  
Starting Salary: \$22.00 - \$23.11 hr. (DOE)  
Benefits: Highly competitive benefits package. *\*See below*

**GENERAL STATEMENT OF RESPONSIBILITIES**

The Children's Wellness Coordinator is responsible for developing the Children's center that will provide wellness activities, education, parenting support, and SART (Screening, Assessment, Referral, and Treatment) services to youth ages 0-25 and families in Lassen County. This includes working with local, state, and federal agencies, and organizations to assess needs, creating a comprehensive system of care to meet the needs, and monitoring the overall effectiveness, of the program.

This position is grant funded through September 2020.

**DUTIES INCLUDE:**

1. Work with SART Coordinating Body to establish and implement a plan for a Children's Center.
2. Establish relationships with local, state, federal agencies and national organizations to develop and implement the Children's Center plan.
3. Research funding sources and manage grants.
4. Design and implement an outcome evaluation process which will provide feedback on the impact child wellness activities have on the well-being of children and families that are served.
5. Convert evaluation data into feedback for those in the SART process and work with them to develop improvement plans.
6. Monitor family improvement plans.
7. Work with Ages & Stages Questionnaires (ASQ) to develop and implement an annual plan for the expansion of screening.

8. Provide support and training for utilization of ASQ and ASQ/Social-Emotional screening tools.
9. Monitor the implementation of the Children's Wellness Center plan to assess needs and the capacity to meet needs.
10. Periodically audit existing treatment resources and maintain a list of current referral resources; identify gaps in treatment resources, and, in collaboration with the local schools and professionals, develop a plan to increase the availability of needed treatment.
11. Contributes to team effort by participating in the Susanville Indian Rancheria' facility wide program improvements, goals, and standards.
12. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. BA/BS degree in Social Work, Child Development, Sociology, Psychology, Public Administration, or a related field.
2. One year experience working with children services, public health departments, drug and alcohol programs, home visiting, or primary care.
3. One year experience designing, implementing, administering, or evaluating grant funded programs.
4. Knowledge of community agencies and services available for youth, ages 0-25, and families.
5. Knowledge of child development, psychological, physiological, and sociological aspects of youth, ages 0-25, and families.
6. Knowledge of needs, problems, attitudes, and behavior patterns of individuals at risk.
7. Knowledge of applicable county, state, and federal guidelines and laws affecting agencies and their services.
8. Ability to work effectively with key personnel of various agencies.
9. Skills in networking, listening, and communicating effectively.
10. Ability to use tact, courtesy, discretion, resourcefulness, and good judgment.

11. Ability to work independently; must be self motivated.

12. Must have a valid driver's license with no more than five MVR points and be insurable as determined by the Susanville Indian Rancheria insurance provider.

**SIR BENEFITS PACKAGE**

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

Preference will be given to Native Americans (42 CFR 36.221).