

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-108 **Issue Date:** 06-06-18 **Closing Date:** 06-19-18

Community Health Aide II (4) Positions
Tiináwit
Department of Human Services
Hourly Wage: \$11.98/Regular/Full-Time
Location: Youth Outpatient Treatment Center

The employee in the position performs work in a non-certified capacity of the Youth Outpatient Treatment Center, with a wide and variable delivery of services; the primary responsibility will be on providing prevention and outreach services to the youth and families of the Yakama Nation as per goals and objectives as established. Employee will provide assistance within a team concept, to plan and develop, organize, coordinate and implement community educational, recreational, social, and cultural events that promote an alcohol and drug free theme with the focus of personal wellness on the Yakama Nation reservation and outlying communities. Upon assignment will serve as the activity lead worker in the field of delivery of services. Work is scheduled utilizing prearranged flex time when necessary. The employee will understand the operations, policies, and procedures of the Youth Outpatient Treatment Center to assist in communicating vital information to the youth outpatients, parents, and /or legal guardians. This is an entry level position in which the employee will be expected to accept any appropriate training offered to enhance their skills, gain knowledge and experience to improve within their career

Knowledge, Skills and Abilities:

- Knowledge of typing, filing, and clerical work highly desired.
- Knowledge of Native American Traditions and Culture.
- Knowledge of current HIPAA laws and regulations.
- Ability to meet patients and public, in a pleasant and courteous manner; establish and maintain good rapport.
- Ability to follow written and verbal instructions.
- Ability to maintain personal emotional stability, in working with difficult people, handle complaints, and settle disputes.
- Ability to maintain confidentiality.
- Ability to work with considerable independence and initiative within established Youth Outpatient Treatment Center guidelines.
- Participate in a TEAM setting and support team decisions and efforts.
- Willing to work all shifts including weekends/holidays as needed and required.

General Recruiting Indicators:

- Must have a high school diploma or GED, preferred college courses and or trainings related to Chemical Dependency.
- Complete and pass Washington State Patrol criminal background check.
- Must be 21 years of age or older.
- Non-Smoker preferred.
- The Community Health Aide II shall perform duties in accordance with WAC 275-19-145 in all facilities.
- Community Health Aide must have no history of alcohol or drug misuse for a period of two years immediately to time of employment, and must maintain abstinence.
- Physically able to lift and carry 50 lbs. as job requires.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Current and Valid Washington State Driver's License and Liability Insurance.
- Must have a current Food Handler's Permit at the time of employment.
- Able to pass a physical exam including a yearly TB test.
- Current First Aid and CPR card or ability to obtain within 30 days of employment.
- Ability to obtain a Yakama Tribal Driver's Permit.