Job Title: Tutčint Program Coordinator
Reports to: Tutčint Program Director
Salary: $33,000 to $40,000
Job Type: Full-Time with medical and dental benefits
Paid Leave: Up to 9 days
Vacation: Accrued
Paid Holidays: 13 days
Retirement: 401 (k)

Mission Statements:

Pukūu Cultural Community Services (Pukūu) is an American Indian nonprofit founded in 1971 with the goal of investing in sustainable programs that bridge and improve opportunities for American Indians with culturally-based community services now and for future generations. Pukuu’s values are Service, Culture, Community, and Empowerment.

Teamed with The Fernandeño Tataviam Band of Mission Indians’ (FTMBI) Education & Cultural Learning Department’s (ECLD) mission, is to develop sustained, lifelong passion and perseverance for knowledge that promotes and enhances communal wisdom, the Takic-Serran language of the Fernandeño Tataviam, and climate justice. In addition, ECLD promotes critical thinking, Indigenous leadership and visibility, and healing historical trauma through culturally relevant curricula and activities.

“TUTČINT: Tarahat Uplifting Trauma-Informed & Community-led Interventions for Native Teens,” is a child development program offering an alternative to arrest or incarceration for San Fernando and nearby youth between the ages of 13-17 who are suspected of committing low-level offenses. Tutčint case management and programming has three goals: 1) increase cultural competency, 2) reduce incarceration and recidivism, and 3) improve academic success. Tutčint provides a continuum of direct and indirect services to each individual child, family, and community. These services include: academic education, mental health, behavioral health, and mentoring. Tutčint will recruit through school, city, and county referrals.

Position Summary:
Under the direction of the Program Director (PD), the Program Coordinator (PC) is responsible for supervising Tutčint staff, programs, and events. The PC coordinates
Program budgeting and contracts with the PD. The PC provides and ensures the program maintains consistent data collection and case management to at risk youth, children of color, youth that were formerly in the juvenile justice system, and Tribal youth utilizing a variety of different models, such as incorporating Motivation Interviewing (MI), Critical Time Intervention (CTI) and Stages of Change (SoC). The PC will perform specialized tasks including comprehensive case management services such as intake, assessment, goal setting, monitoring and reassessment, life skills, counseling, referrals and linkages to all youth, as well as track youth involvement & progress in the program. The PC will document all youth interactions and input that data into a database. The PC will provide regular transportation for youth from nearby LAUSD schools to Tutčint office and program locations.

**Responsibilities and Duties:**

- Program Coordinator (PC) coordinates with the Program Director (PD) to continuously improve office culture, programming, events, policies and procedures with culturally relevant, trauma informed, and evidence-based practices
- Responsible for coordinating with Program Director (PD) and Program Evaluator (PE) to research, develop, deliver, and collect evidence-based data from community
- Conducts timely and thorough intake and follow-up meetings with community, such as foster youth, children from families with low-income, and families whose language may act as a barrier to accessing community resources and services
- Reviews, processes, maintains, and secures on-site case management data such as intake forms, case files, and current case notes in digital database
- Reviews and coordinates revisions to completed program intake and evaluation forms for increasing quality, efficiency, precision, and accuracy
- Collects, creates, reviews, and submits client case reviews, timeline-driven objective reports and Tutčint bi-weekly operation status to PD
- Engages youth and community with trauma-informed, culturally-relevant, and data-driven workshops and activities
- Requires site and care provider visits including LAUSD, SFPD, LAPD, juvenile and adult courts, county mental health, child residence, and foster homes
- Works alongside community partners with services detailed by MOUs
- Represents Tutčint, Pukúu, and ECLD at programs and functions to coordinate and network activities with other Tribal, non-profit, and government agencies
- Engages youth and community with trauma-informed, culturally-relevant, and data-driven workshops and activities
- Coordinates with Media Specialist (MS) to develop publicity materials for various events and design, create, remediate, and upload content on program website
- Prepares meeting site operations including schedule of events and timelines, communicates program requirements, and assists with facility negotiations
- Provide coverage for programs which are conducted during evening and weekend hours
• Maintains confidential records, data, and submits quarterly reports to PD
• Provide coverage for programs conducted during evening and weekend hours
• Responsible for reporting abuse, as a mandated reporter which includes immediately reporting any concerns with respect to violation of a person's rights, actual and/or suspected abuse
• Other duties as directed by the PD

Qualifications:
• Strong commitment to Tutčint, Pukūu, and ECLD principles and objectives
• Excellent management, planning, organizational, and interpersonal skills
• Outstanding analytical, oral, writing, public speaking, and facilitation skills
• Proficient articulation of current Tribal and state laws and regulations
• Must have a valid California Driver’s License, personal transportation, and be insurable to drive company vehicles
• Must have intermediate or higher MS Office software skills

Required Education:
• Bachelor’s Degree in social work, psychology, public health, special education, American Indian Studies, or related field or equivalent education and experience

Required Experience:
• Two years of experience in a social service agency, foundation, or school district working with parents and community agencies providing social services
• Two years of experience working with children ages 10-17 from the American Indian and Indigenous/Latinx community
• One year of staff supervising experience
• Outstanding organizational skills

Desired Qualifications:
• Cultural competency of Native and Indigenous cultures and worldviews
• Proficient in Spanish conversation, reading, and writing
• Understanding and experience working with the American Indian and Indigenous/Latinx community, specifically in Los Angeles County
• Knowledge of issues related to families of diverse socio-economic and cultural backgrounds such as foster care youth and English Language Learners
• Ability to exercise tact and judgment in contacts with administrators, co-workers, employees, and others
• Problem solving and conflict resolution methods and techniques

Confidentiality: This position develops, maintains, and is responsible for safeguarding electronic and hardcopy files containing sensitive and proprietary information about Tutčint clients that may identify individuals by name (either directly or by reference), as
set forth by Pukúu. Any violation in this matter may result in immediate termination of employment.

**Drug Testing Policy:** The successful applicant for employment must submit to and pass a drug test for illegal substances prior to employment being confirmed.

**Working Conditions and Physical Requirements:** This position is classified as a sedentary environment. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

**Pukúu Cultural Community Services** is an equal employment and affirmative action employer.

*This job description reflects management’s assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*