



## TAOS PUEBLO JOB DESCRIPTION

**JOB TITLE:** Youth Outreach Worker  
**PAY GRADE:** NE6  
**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Health and Community Services  
**REPORTS TO:** Social Services Manager

### **GENERAL PURPOSE:**

Resource contact point for Native American youth in the municipal school system that have not successfully connected with school or other community resources.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **ESSENTIAL FUNCTIONS:**

Engages youth in the municipal schools and connect them with needed services, as well as collaborate with other community resources to coordinate activities within Taos Pueblo.

Connects and engages youth in order to identify their needs, strengths and interests.

Connects youth to a full continuum of prevention, early intervention and diversion resources such as employment, education, health/mental health, social/recreation, restorative justice and other services;

Coordinates and assists Prevention Specialist to provide community-based prevention and/or health education events.

Works with community resources to identify access barriers.

Engages youth and their families with their communities.

Maintains a good communication with co-workers and maintains a positive and professional work environment.

Prepares or assists with the preparation of reports

Performs other duties as assigned.

### **SUPERVISION EXERCISED:**

N/A



**MINIMUM QUALIFICATIONS:**

High School Diploma or GED. Experience working with youth in prevention or intervention preferred. Tiwa speaking preferred. Valid New Mexico driver’s license with ability to meet Pueblo’s liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

*Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.*

**KNOWLEDGE, SKILL AND ABILITY:**

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of prevention outreach services and activities.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to plan, create, and deliver informational and educational presentations and classes.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

Work is performed both indoors in an office, meeting room and in the community with a moderate noise level. Travel within the designated areas is required. Evening and/or weekend work may be required.

**EMPLOYEE’S CERTIFICATION:**

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date