

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: JOB SKILLS TEACHER/INSTRUCTOR
DEPARTMENT: HUMAN SERVICES
SUPERVISOR: HUMAN SERVICE DIRECTOR
CLASSIFICATION: NON-EXEMPT PART-TIME

POSITION SUMMARY: Teacher/Instructor instructs, develops curriculum if needed and supports adults students who are seeking to obtain continuing education in order to obtain work and maintain their sobriety.

ESSENTIAL JOB FUNCTIONS:

- Provides direct supervision of all students enrolled in the Job Skills Program.
- Facilitates and maintains the daily lesson plans, scheduled events, and special learning projects.
- Completes all documentation and reporting requirements.
- Provides life skills, counseling, and problem solving to students as needed.
- Provides a safe, clean, appropriate learning environment at all times.
- Understands students learning styles promoting self-esteem.
- Comprehension of Native American Culture and TIC approach working with students. Maintains confidentiality (HIPPA) regarding all personal information concerning students and their families and children.
- Meets and interacts efficiently and courteously with the public, students, and family members.
- Follows emergency procedures for fire, earthquake, and natural disaster, as well as universal health precautions.
- Observe and work to resolve any student need or concern.
- Advocate with other community agencies and professionals for the benefit and positive outcome of each student.
- Other duties assigned by Human Service Director or Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Teacher will hold a State California Teaching Credential (or) a State Junior College "AA" Degree with 2 years' experience in their field (or) Vocational Certificate with 2 years' experience in their field.
- Knowledge of the community services available and needed by families, including health, social services, behavioral health, development and family support services.
- Possesses and maintain a valid California driver's license with responsible driving record.
- First aid and CPR certificate.
- Must pass background check through Department of Justice (DOJ), and Federal Bureau of Investigations (FBI).
- Must pass required employee physical.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas.

Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication. Work is performed in an office/preschool environment and outside with exposure to different weather conditions; continuous contact with other staff, children and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date