



EMPLOYMENT OPPORTUNITIES

Job Title: Youth Services Coordinator

Closing Date: 10/14/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-011

Job Type: Full-Time Regular

Department: Tribal Social Services – Residential Programs for Youth

City: Sacaton, AZ

Location: 505 S. Pear Road

Area of Interest: Social Services

Salary/ Hourly Rate: Range \$62,549.00 - \$105,749.00

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Youth Services Coordinator is responsible for the direct supervision of assigned staff and the daily management of the Residential Programs for Youth (RPY), which houses dependent, neglected, and/or abused children. The incumbent provides coordination of community resources and families of youth residents within the Residential Program for Youth.

ESSENTIAL FUNCTIONS:

- Directly supervise assigned staff and conduct performance evaluations which includes meetings with staff on a regular basis, conducting regular staff meetings, managing and overseeing staff schedules and overtime to ensure adequate staff coverage are in compliance with ratio requirements; Provides on-call coverage and support for facility emergencies and staff questions; Participate in staff interviewing, transfers, terminations, and training in coordination with appropriate departments.
- Documents (verbal/written) and submits significant routine paperwork such as statistical reports, daily activities, upcoming events, special concerns, fleet maintenance services, incident reports, etc. as required by the program; Review incident reports and ensure incidents reports and documents are submitted to appropriate personnel in a timely manner.
- Coordinate with appropriate agencies and/or programs to plan and develop recreational programs and activities in liaison with the Recreation Coordinator; ensure safe and secure implementation of recreational activities; Assist with recreational, leisure, and educational programs.
- Ensure compliance with related federal, state, and tribal regulatory matters, which includes training on the policies and procedures; Ensure policy and procedures, are being followed by staff and follow up with staff should policies and procedures not being followed.
- Coordinate and collaborate with outside service providers and inter-departmental programs such as Gila River Health Care, GRIC departments, CPS/TSS, Case Managers, Case Management, Security, Kitchen and Maintenance divisions which may include cultural activities, behavioral health services, cooking classes, diabetes prevention, gardening, and physical education.
- Coordinate and provide training for all directly supervised staff as outlined in the policies and procedures which includes working closely with the Training Coordinator to ensure staff complete required training;

Guide and provide assistance to staff on questions pertaining to job tasks as well as agency goals and vision; Complete daily and weekly hands on training with staff while with the residents.

- Prepare and submit reports, documents, and census update as required to Administrator; Administer medication to residents and accurately complete corresponding documentation as needed.
- Attend and participate in case staffing as an integral member of the care coordination team.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of residential programs.
- Knowledge of chemical dependency, and other issues affecting Native American youth.
- Knowledge of Native American cultures.
- Knowledge of youth counseling, prevention and education theories and practices.
- Knowledge of educational methods, theory, and crisis intervention in management.
- Knowledge and understanding of human development, personality development, family and/or interpersonal conflict management, and behavioral modification.
- Knowledge of the Gila River Indian Community and its culture.
- Knowledge of the principles and theory for recreation and physical education and its application to Native American communities.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate records and prepare reports.
- Ability to work both independently using professional judgments cooperatively and productively with staff as a team member.
- Ability to utilize a variety of counseling strategies and develop appropriate treatment plans.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Social Work, Human Services, Social Sciences, Mental Health, or closely related field and two (2) years' experience in working with children and youth in a residential facility or licensed childcare program and which includes one (1) year supervisory experience; Or
- Associate's degree from an accredited college or university in Social Work, Human Services, Social Sciences, Mental Health, or closely related field and four (4) years' experience in working with children and youth in a residential facility or licensed childcare program and which includes two (2) years supervisory experience.

ADDITIONAL REQUIREMENTS:

- Required to a pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Required to a pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**

- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**