

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

## Job Requisition Form

**Department:** Education

**Position to be filled:** Liaison (Health)

**Required Qualifications/Essential Duties:**

- High School Diploma or General Education Degree (GED) with 2-year experience in the education setting
- Must have a Para-Educator Certificate
- A minimum of 6 months of general health education or outreach experience to a specific target population
- Valid California Drive License; must obtain a Class C Passenger Endorsement License within the 90-day introductory period and maintain throughout employment; Must be insurable through company's carrier and maintain throughout employment
- Possess a Valid First Aid and CPR certification or able to obtain within 90-day probationary period
- Possess ability to interact and establish good working relationship with members of the Native American community
- Serve as a liaison with Kings County Department of Public Health
- Assists in developing, organizing, implementing, and evaluating health promotional activities for the community and Education Department while working with various Community Based Organizations
- Assists and provide recommendations of health educational needs and resources
- Conduct home visits
- Conducts or participates in workshops, committees and conferences designed to promote intellectual, social and physical welfare of members of the Indian community;
- Operate various office equipment;
- Assist in document and reporting of agreement services;
- Assist in daily operations of the Department of Education such as answering phones, file, type and other clerical duties;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Education Department
- Other duties assigned

**Reports To:** Liaison Supervisor

**Starting Rate of Pay:** \$23.25 per hour (Non-Exempt)

**Approximate Hours:** 40+ hours per week

**Date Posted:** September 13, 2023

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.