



Job Title: Cultural Care Coordinator
Department: Culture
Reports To: Culture Director
FLSA Status: Non-Exempt
Salary Grade: \$38.75 - \$58.12
Location: Coos Bay /North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidates must successfully pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Cultural Care Coordinator (CCC) is responsible for developing, implementing, administering, and reporting on the Traditional Health Care and Knowledge Keepers Program and providing culturally grounded care coordination and support to Tribal citizens, Tribal families, and Ko-Kwel Wellness Center (KWC) patients.

This position works across a broad spectrum, from direct, front-line engagement with individuals and families to collaboration with professional leadership and program partners on administrative and coordination needs. The CCC serves as a liaison between KWC departments, KWC providers, Tribal programs, and community resources to ensure timely access to culturally relevant services, traditional health care practices, and holistic support.

The emphasis of this role is cultural sensitivity, cultural inclusion, and the integration of traditional cultural care throughout health and wellness service delivery. Work is primarily Monday through Friday; however, evening or weekend work may be required to support events or community needs. The primary work location is Coos Bay, with work occurring at various locations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cultural Care Program Administration

- Establish a clear process for establishing the qualification and tracking process for Traditional Knowledge Keepers
- Support and encourage activities, events, and services supported from the Indigenous Determinants of Health (IDOH) Ordinance
- Establish and implement the Traditional Knowledge Keeper application process, including working with the decision-making panel
- Monitor and ensure continued active qualifications for TKK's, including employer/contract status and current background check
- Maintains up to date records on TKK's and Traditional Health Care Practices

Cultural Care Coordination & Support

- Engage with tribal citizens and patients to provide communication, guidance, and education about Traditional Health Care Practices and Traditional Knowledge Keepers
- Provides cultural care coordination to Tribal citizens, Tribal family members, and KWC patients
- Maintains a welcoming, calming, courteous, and culturally respectful presence
- Assists individuals and families in navigating cultural care and support within health and wellness systems in a timely manner
- Advocates for human health, safety, quality of life, and social well-being

Program Implementation

- Develops or co-generates cultural care plans for citizens and KWC patients in need of cultural support
- Coordinates with KWC billing staff to support Oregon Health Plan billing requirements related to Traditional Knowledge Keepers and Traditional Health Care Programs
- Attends integrated health staffing and planning sessions to integrate the Tribal Health Care Practices into patient care
- Be responsive and provide timely follow-up with Health and Wellness Providers and Patients receiving cultural care services
- Provides required documentation and providers notes to support billing and reporting requirements
- Supports weekly, monthly, and annual program reporting as needed

Cultural Integration & Advocacy

- Advocates for cultural integration within program policies, practices, and operations
- Supports the presence and relevance of Coquille Indian Tribe culture and Tribal language throughout all tribal facilities, including but not limited to tribal health and wellness systems and facilities
- Works to connect citizens and patients with culturally based programs that foster strong cultural identity and connection
- Assists with cultural trainings for the Health and Wellness Division and other CIT departments
- Provides education, training, and certification support related to Tribal Best Practices

Coordination & Professional Responsibilities

- Collaborates with internal departments, providers, and community programs to ensure continuity of care
- Builds strong working relationships with health and wellness providers, tribal citizens, and peers, offering coaching and support as appropriate
- Maintains confidentiality of patient and program records in accordance with policy and applicable regulations
- Performs other duties as assigned

The above statements reflect the general duties considered necessary to describe the principal functions of the job and are not intended to be an exhaustive list of all responsibilities.

PHYSICAL REQUIREMENTS

This position requires the ability to communicate orally and to perform repetitive movements of the wrists, hands, and/or fingers. Duties often involve walking, climbing, balancing, raising or lowering objects, and occasionally lifting up to fifty pounds. The position may require standing or sitting for extended periods, stooping, kneeling, crouching, or crawling.

Work is performed primarily outdoors and occasionally in an office environment. Evening and weekend work may be required. The position may involve exposure to noise, high-risk situations, dust, fumes, or allergens, and work near moving equipment or machinery. Local travel is frequently required, with occasional statewide or national travel. The individual must be able to perform essential duties with or without reasonable accommodation without posing a safety risk to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral and written communication skills with strengths in collaboration, team building, and problem solving
- Ability to convey a calm, respectful, and supportive demeanor in stressful or emotionally charged situations
- Ability to foster an inclusive environment where diversity and individual differences are valued
- Ability to make independent decisions in accordance with established policies and procedures
- Competency in the Coquille Indian Tribe Vision and Ko-kwel Core Values and Teachings
- Demonstrated cultural competency in Coquille traditions, customs, history, and practices
- Knowledge of trauma-informed care principles
- Ability to identify risk, including suicide ideation, and appropriately refer to immediate response systems
- Ability to document cultural care plans and chart notes accurately
- Strong organizational skills and ability to set priorities and exercise sound judgment
- Ability to work cooperatively across departments and build effective working relationships
- Computer literacy sufficient to produce correspondence, documentation, and reports

QUALIFICATIONS

- High School Diploma or equivalent required
- Minimum of five years of experience providing care, coordination, advocacy, or culturally based services to individuals, families, or communities
- Minimum of three years working within a health, social, or community-based service program
- Intimate and in-depth knowledge of Coquille Tribal history, culture, traditions, and practices

- Experience working with Native American populations
- Experience with trauma-informed care principles
- Familiarity with cultural resources, ecological plants, materials, and traditional uses
- Ability to collaborate professionally and effectively with internal and external partners
- Personal experience with Tribal government processes preferred
- Must obtain Traditional Health Care Worker certification within ninety days of employment
- First Aid, CPR, and QPR certification required or ability to obtain within ninety days
- Current and valid driver's license in good standing with no insurability restrictions