



SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Education Department – Teen Center – Tutor/Driver
Date of Announcement: November 29, 2016
Closing Date: December 8, 2016
Hours: Part Time (20 hours per week)
Salary: \$11.00 to \$12.14 DOE

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direction of the Education Programs Director the Teen Center Tutor/Driver will provide support to the day to day operation of the Teen Center and the Teen Center Coordinator by assisting with tutoring, college readiness, physical education and cultural activities. Teen Center Tutor/Driver will also transport Education Center participants as necessary.

SPECIFIC RESPONSIBILITIES:

1. Will work under the direction of the Education Programs Director and with the Teen Center Youth Advocate to provide tutoring assistance to students in Grades 9 – 12, focusing on math and reading.
2. Will help prepare and organize lessons and evaluating student's progress, will plan and prepare snacks.
3. Will transport participants as necessary.
4. Contributes to the team effort by participating in the Susanville Indian Rancheria's Facility wide program improvements, goals and standards.
5. Other duties as assigned.

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must be at least 21 years of age and have been a licensed driver for at least three years.
3. 80% proficiency in the subjects that he/she will be tutoring. All applicants will be tested.
4. Must have the ability to obtain CPR certification within three months and maintain current certification thereafter.
5. Must have a valid drivers' license and insurable as determined by the Susanville Indian Rancheria Insurance provider.
6. Must not be a registered sex offender for any offense involving force, duress, threat or intimidation.
7. Must not habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drug or alcohol. Must not habitually or excessively use intoxicating beverages.
8. Have the ability to work independently and cooperatively.
9. Must be able to relate to Native Americans.
10. Preference will be given to Native Americans (42 CFT 36.221).