SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-6264

P O S I T I O N A N N O U N C E M E N T

Position:	Tribal Youth Program Advocate
Date of Announcement:	August 10, 2016
Closing Date:	August 19, 2016
Hours:	Part Time – 20 hours per week
Salary:	$15.00/hr

GENERAL STATEMENT OF RESPONSIBILITIES:

The Tribal Youth Program Advocate shall design and establish a culturally relevant program fostering a positive and respectful environment promoting the success and wellbeing of participants and their families; shall identify and coordinate resources; shall identify problems, trends, and demands for service in the Susanville Indian Rancheria communities and shall plan, develop, implement, and participate in activities as outlined in the strategic plan.

The Tribal Youth Program Advocate will model a clean and sober life style.

This position works with children and is therefore subject to P.L. 101-630.

This position is grant funded. Continued employment is contingent upon renewed grant funding.

SPECIFIC RESPONSIBILITIES:

1. Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.

2. Provide crisis intervention to program participants with difficult situations.

3. Confer with parents or guardians, teachers, administrators, and other professionals to discuss program participant's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.

4. Document all activities and provide monthly reports to supervisor and Tribal Business Council.

5. Assist participants for later educational experiences by encouraging them to explore higher education and vocational opportunities; may transport program participants to off-site events.

6. Identify and coordinate resources.

7. Conduct follow-up interviews with program participants to determine if their needs have been met.

8. Responsible for all facets of work related to grant and grant funding.

9. Maintain confidentiality at all times.

10. Contribute to the team effort by participating in the Susanville Indian Rancheria's facility-wide program improvements, goals and standards.

11. Other duties as assigned.

QUALIFICATIONS:

1. AA/AS degree.

2. One year experience working with community prevention activities, education through events, groups and one-on-one venues.

3. Knowledge of the unique cultural, economic, and social aspects of Native Americans.

4. Experience with grants and/or budgets.

5. Must exercise sound independent judgment within established guidelines.

6. Excellent listening and communication skills.

7. Must be able to work independently,

8. Must be self-motivated.

9. Must be able to work with and relate well with Native Americans.

10. Must have a valid drivers' license with no more than five MVR points and be insurable as determined by the Susanville Indian Rancheria insurance provider.

11. Must pass a background investigation in accordance with P.L. 101-630.

Preference will be given to Native Americans (42 CFR 36.221)