



SUSANVILLE INDIAN RANCHERIA

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

POSITION ANNOUNCEMENT

Position: Tribal Youth Program Advocate
Closing Date: March 22, 2018
Hours: Full Time – 40 hours per week
Salary: \$16.37 - \$17.20/hr (DOE)
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direction of the SIR Education Programs Director, the Tribal Youth Program Advocate shall be responsible for the development, coordination and facilitation of daily operation of the SIR Teen Center program. This will include development and expansion of a culturally-relevant after-school academic assistance and college readiness program for natives age 13 through 21. Duties include coordination and implementation of activities that encourage physical, emotional and intellectual growth in a safe environment for native youth. supervision, coordination of teens, conducting program outreach, facilitation of academic enrichment and leadership skills workshops, and development of strong collaborative relationships with referral and partner agencies such as UNITY, and AISES. The Tribal Youth Program Advocate will serves as a role model for teens.

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. Coordinate the day to day operations of the SIR Teen Center program, including coordinating, implementing and managing an on-site program for local Native teens age 13-18 years.
2. Promote and encourage program participation for a new native youth focused after-school program.
3. Provide supervision to tutors, and parent volunteers.
4. Develop and maintain a system to ensure that program participants demonstrate measurable outcomes consistent with departmental, funding and tribal goals.
5. Act as liaison to other collaborative organizations including Title VII, the Lassen School District,

the SIR Education Center and the Parent committee to resolve issues that present barriers to the academic and career success of local native teens, and to determine resource needs for students.

6. Provide guidance to students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
7. Document all activities and provide monthly reports to Education Programs Director and Tribal Business Council.
8. Encourage and prepare native teens for educational experiences by encouraging them to explore higher education and vocational opportunities;
9. Coordinate and Provide Transport of program participants as needed.
10. Work with Education Programs Director to evaluate program effectiveness, and make program adjustment as needed.
11. Maintain program and student confidentiality at all times.
12. Contribute to the team effort by participating in the Susanville Indian Rancheria's facility-wide program improvements, goals and standards.
13. May be required to participate in special programs and/or events. Some weekend and evening hours may be required.
14. Other duties as assigned.

QUALIFICATIONS:

1. AA/AS degree, (or) equivalent background in education, event planning, project management, and/or youth development can be substituted.
2. Demonstrated leadership in group programming within the teen and young adult population.
3. A minimum of 80% proficiency in reading and math. All applicants will be tested.
4. Must be able to motivate youth
5. Must exercise sound independent judgment within established guidelines.
6. Excellent listening and communication skills.
7. Must be able to work independently, and be self-motivated.
8. Must be able to work with and relate well with Native Americans and have knowledge of the unique

cultural, economic, and social aspects of Native Americans

9. Must be able to engage students in physical fitness activities as needed
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.
12. Certifications that must be obtained and maintained within first 90 days: CPR, AED, First Aid, Child Abuse Prevention.
13. Flexibility to work evenings and occasional weekends.
14. Basic experience with grants and/or budgets preferred.

SIR BENEFITS PACKAGE

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

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