



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	May 26, 2021
CLOSING DATE OF ANNOUNCEMENT:	June 11, 2021
POSITION TITLE:	Youth Program Advocate
SUPERVISES:	No
STARTING SALARY:	\$23.88 to \$29.85 depending on experience
GRADE:	12
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	Yes - This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direction of the Susanville Indian Rancheria (SIR) Education Resource Coordinator the 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 native youth age 13 through 18 (6th through 12th grade). Students in college will be given assistance in tutoring and self-development on the local college campus. 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 partner agencies such as UNITY and AISES. The Youth Program Advocate will serve as a role model for teens and students, providing tutoring, transportation, and assistance with education and occupational pursuits. Dependent on enrollment needs, a tutor may be assigned to work with the YPA, and therefor would fall under your direct supervision.

In absence of both the Education Programs Manager and the Education Resource Coordinator, the Youth Program Advocate would be the acting manager for the day.

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

SPECIFIC AREAS OF RESPONSIBILITIES:

- 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 old (6th through 12th grade).
- Will develop and coordinate a program that encourages college assistance in tutoring and developing a presence at the local community college for Native American students.
- Will provide training and classes to students, parents, and members within the community.
- Promote and encourage program participation in native youth focused after-school programs.
- Will develop, recruit, identify needed contracts with organizations, vendors, and people to implement culturally relevant material and training for students and community to enrich the program needs of the program.
- Provide supervision to tutors and parent volunteers.
- Develop and maintain a system to ensure that program participants demonstrate measurable outcomes consistent with departmental funding and tribal goals.
- Outreach at the Junior High and High School level to encourage learning and maintaining a healthy lifestyle. Attend meetings with staff at these locations, help family's needs, and contribute ideas for a student's behavior plans.
- Encourage enrollment at the SIR Teen Center for summer and fall registration.
- Act as a liaison to other collaborative organizations including Title VI, 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.
- Provide guidance to students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Document all activities and provide monthly reports to Education Programs Manager and Tribal Business Council.
- Encourage and prepare native teens for educational experiences by encouraging them to explore higher education and vocational opportunities.
- Coordinate and provide transportation for participants as needed.

- Work with Education Programs Manager and Education Resource Coordinator to evaluate program effectiveness and make program adjustment as needed.
- Maintain program and student confidentiality.
- May be required to participate and or lead in special programs and or events. Some weekend and evening hours may be required.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to motivate youth.
- B. Skill in listening and communicating.
- C. Ability to work with and relate well with Native Americans.
- D. Knowledge of the unique cultural, economic, and social aspects of Native Americans.
- E. Ability to engage students in physical fitness activities as needed.
- F. Ability to work independently and be self-motivated.
- G. Must have a strong reliable work ethic.
- H. Must be a great team player, with a positive professional attitude.

MINIMUM QUALIFICATIONS:

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass P.L. 101-630 background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

- 6. AA or AS degree or completion of sixty (60) units (preferably in Liberal Studies, Psychology, or Cultural Studies, from a two-year or four-year (accredited) college. Four (4) years of experience may be substituted for the education requirements. Experience must have been in educational or youth development programs.

7. Must be twenty-one (21) years of age or older.
8. Must have been a licensed driver for at least three (3) years.
9. Must have one (1) year of experience working with youth.
10. Must have demonstrated leadership in group programming within the teen and young adult population.
11. Must have certifications in Child Abuse Prevention or be able to obtain within sixty (60) days of hire date.
12. Basic experience with grants and or budgets preferred.
13. Must pass reading and math tests at a minimum score of 80% proficiency.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |

3rd Preference: All other applicants.

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, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to w.brown@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.