

Jamestown

S'KLALLAM TRIBE



JOB OPENING ANNOUNCEMENT

DATE: March 17, 2008 – Reposted May 1, 2008
JOB TITLE: **YOUTH & TEEN DEVELOPMENT COORDINATOR**
REPORTS TO: Jessica Payne, Social & Community Services Director
STATUS: 32 – 40 hours per week

JOB SUMMARY: The Youth & Teen Development Coordinator is responsible for planning and implementation of programs targeting youth in grades 5 through 12. This position generates and facilitates two separate and comprehensive youth programs, an intensive summer youth program and ongoing, year round youth programs focusing on substance abuse prevention, developing self-esteem, leadership, citizenship, cultural and community pride. Duties include meeting monthly grants reporting mandates, monitoring progress to ensure goals are met, providing reports and support in grants proposals. Facilitates ongoing communication with existing or future Tribal programs to ensure a coordinated effort and encouraging positive relationships with outside local, regional and federal agencies relating to the programs goals.

MINIMUM QUALIFICATIONS: The successful candidate will have an AA Degree, experience in social services and knowledge of adolescent behavior and family systems, especially in cultivating relationships and developing trust with adolescents and their families. Knowledge and experience with Indian culture and traditions is especially desirable. Good organization and communication skills and a working knowledge of Word, WordPerfect and Publisher required. This individual should possess a high degree of self motivation, sensitive interpersonal communication skills and be dedicated to helping solve some of the more difficult challenges for young people. Requires the ability to lead and participate in a wide range of strenuous outdoor activities and the ability to occasionally lift 50 pounds. American Indian/Alaskan Native preference for qualified candidates.

Apply Online: www.jamestowntribe.org

Or FAX: 360.683.4005

Mail: Human Resources
1033 Old Blyn Hwy.,
Sequim, WA. 98382

Call Jessica at **360.681.4657** for more information. **CLOSES: Open Until Filled**

YOUTH & TEEN DEVELOPMENT COORDINATOR

**Position Description
Updated: March 2008**

SALARY RANGE: (Depending on Qualifications)

REPORTS TO: Social and Community Services Director

SCOPE OF WORK:

This employee is responsible for the planning and implementation of the youth and teen development programs. These two separate, yet comprehensive programs target youth in grades 5 through 12 with a focus on substance abuse prevention and the development of self esteem, leadership, citizenship, and cultural and community pride.

DUTIES AND RESPONSIBILITIES:

1. Plan and facilitate intensive summer youth program that incorporates the active participation of youth and teens in cultural activities, career exploration, life skills, and team building activities and events.
2. Seek out and implement ongoing prevention activities and cultural events for youth and teen Tribal Citizens through out the year.
3. Evaluate program and participant needs and seek effective, culturally appropriate solutions for youth ages 10 to 19 and their families.
4. Coordinate Tribal Tobacco Prevention and Control program including the promotion of tobacco cessation for Tribal Citizens and prevention of use among youth and teens.
5. Meet monthly reporting mandates for all grants funding the programs including Department of Health and Department of Alcohol and Substance Abuse. Assist in enhancing the professional format(s) of outgoing correspondence, reports, and grant proposals.
6. Manage, coordinate and monitor activities to ensure outcome goals of the Community Network. Give updated reports to the Community Network at quarterly meetings.
7. Establish and maintain links with other existing or future Tribal programs to facilitate a comprehensive, coordinated effort in meeting the needs of the Tribal Community.
8. Develop and maintain cooperative working relationships with outside agencies on the local, state and federal level in relation to program specifications.

QUALIFICATIONS:

1. Bachelor's Degree preferred, Associates Degree with experience in social services.
2. Cultural competency; knowledge or experience with Indian culture and communities preferred. Ability to manage client relationships with respect to Tribal culture and traditions.
3. Must possess effective people skills with an emphasis on cultivating relationships and building and maintaining trust with youth and families.
4. Experience and knowledge in adolescent behavior and family systems.
5. Working knowledge of Word, WordPerfect, Publisher, and other computer skills necessary in carrying out assignments.
6. Must possess demonstrated written and verbal communication skills and demonstrate ability to organize and develop documents as required by programs.
7. Ability to work with other local, state and federal service agencies and governments.
8. Native American preference for qualified candidates.

NOTICE

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting. The applicant will be able to obtain a copy of the criminal history report (from the reporting agency) made available to the Tribe and they will have the right to challenge the accuracy and completeness of the information contained in the report.

The grounds for denying employment, based on the results of the back ground check, include the following: any conviction for a sex crime; an offense involving a child victim; a drug felony; or if a person has been found guilty of or entered a plea of guilty or nolo contendere to any federal, state or Tribal offense involving a crime of violence, sexual assault, sexual molestation, child exploitation, sexual contact, prostitution or crimes against persons.

Each person submitting a resume in response to this announcement will be required to complete an employment application form provided by the Tribe, with detailed information on personal history, education, employment.