Picayune Rancheria of the Chukchansi Indians
49260 Chapel Hill Drive, PO Box 2226
Oakhurst, CA 93614
(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – TYD – YOUTH PREVENTION SPECIALIST

Reports To: TYD Director **Department:** Tribal Youth Diversion (TYD)

Status: Non-Exempt **Salary Range:** DOE

SUMMARY AND SCOPE:

The Tribal Youth Diversion program is an after-school tutoring program that focuses on drug and alcohol abuse prevention for Picayune Rancheria of the Chukchansi Indians youth ages 11-18. The Youth Prevention Specialist (YPS) is responsible for assisting with the organization and implementation of the Picayune Rancheria of the Chukchansi Indians activities. The position includes organizing transportation for youth participants, implementing, and coordinating educational activities with approved curriculums, always ensuring the safety of youth participants, and interacting positively with the children/youth. This position is responsible for assisting the Director of Youth Services in the planning, assessing, and implementing program components.

PRIMARY RESPONSIBILITIES:

- Ensures the safety of all youth participants and their families.
- Develops program policy and procedures in coordination with the TYD Director.
- Plans and implements program components and youth activities.
- Ensures that youth activities are in-line with grant objectives and goals, with supervision by the TYD Director.
- Assist youth participants in homework as needed.
- Tutor's youth members as needed.
- Transports youth participants as needed.
- Develops a monthly activities calendar in coordination with the TYD Director; distributes plans to staff and parents on time.
- Participates in weekly staff meetings and coordinates with other staff on the group curriculum.
- Keeps the TYD Director well informed regarding activities, pending issues, and potential problems.
- Keeps parents well informed about youth activities and obtain proper parental consent when applicable for scheduled activities.
- Ensures proper documentation of youth participants, services, and monthly reports.
- Participates in agency-wide outreach efforts to the community and other community agencies.
- Participates in and plays an active role in the organization of the Gathering of Native Americans.

- Adheres to agency policies and procedures and advances the goals of PRCI in a manner that embodies the agency's philosophy.
- Maintains strict confidentiality of client and personnel information adhering to HIPAA, professional codes of conduct, State of CA regulations, the Privacy Act, and PRCI policies and procedures.
- All other duties assigned

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) is required.
- Minimum 2 years of related work experience.
- Proficient computer skills, including Microsoft Office.
- Excellent communication & verbal skills.
- High degree of attention to detail.
- Data entry experience.
- Working knowledge of general office equipment.
- Ability to work under minimal supervision.
- Demonstrated ability to work with professional and lay volunteers with knowledge of youth programs and laws.
- Demonstrated ability or willingness to work with culturally diverse populations and youth.
- Demonstrated leadership skills working with youth and adults.
- Availability to work evening and weekend hours.
- Must adhere to Tribal drug and alcohol policy.
- Will be responsible for driving vehicles and maintain safe driving.
- Valid California driver license with clean DMV printout.
- Must pass a background check and pre-employment drug test.

PREFERRED QUALIFICATIONS:

- Associate degree in education or related field.
- Knowledge of the Indian Self-Determination and Education Assistance Act (Public Law 93-638).
- Experience working with the American Indian community

APPLICATION PROCESS:

- If you are interested in this position, please submit the following:
- Completed Application
- Resume

- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

_____ _____
(Approval Signature) (Date)

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(Employee Signature) (Date)