



Yurok Tribe

Job Description

JOB TITLE:	Youth Worker-Boys and Girls Club		
JOB GRADE:	5	REPORTS TO:	Education Prevention Coordinator
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Education	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$18.78-\$24.50		

POSITION SUMMARY:

Under the supervision of the Prevention Coordinator the Youth Advocate is responsible for assisting in the implementation and ongoing development of the Yurok Boys and Girls Club.

DUTIES AND RESPONSIBILITIES:

1. Provide direct life skills development for Yurok youth.
2. Administer needs assessments and develop wellness case plans.
3. Make appropriate agency referrals.
4. Provide one-on-one and group mentoring.
5. Participate in school-related meetings (e.g. Individualized Educational Plan).
6. Network with other agencies and tribal departments as appropriate.
7. Implement and deliver Yurok Boys and Girls Club programming for youth ages 7-16 that supports the Club priority outcome areas of Academic Success, Good Character & Citizenship and Healthy Lifestyles.
8. Recruit, encourage and engage youth participants.
9. Create a safe environment that facilitates learning and is encouraging and engaging for the children.
10. Leading and engaging volunteers on a daily basis as well as special events.
11. Responsible for daily set-up and clean-up of all materials used during the program.
12. Steward relationships with volunteers, school staff and parents.
13. Facilitate parent and community engagement.
14. Monitor and evaluate, on an ongoing basis, programs, services, and activities to ensure safety of members, quality of programs and utilization of resources.
15. Provide regular updates on site challenges, opportunities, and best practices.
16. Implement Club program assessment tools.
17. Implement special events programs for parents, teachers, and the broader community.
18. Maintain the Club facility and enforce all site operating expectations.
19. Implement summer programming as needed.
20. Develop on-going funding plans and develop partnerships with outside resource providers.
21. May be required to drive Club vehicle, and/or escort youth on bus.
22. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Highschool diploma or GED with two years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Experience in a Court System or closely related field.
2. Basic written and oral communications skills.
3. Knowledge of prevention and intervention programs.
4. Computer literate, including Windows, Microsoft Office and other common programs.
5. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok

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Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

