



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



JOB TITLE: Youth Program Manager
SUPERVISOR: TANF Director
ORGANIZATION: Quileute Human Services
LOCATION: La Push, WA
SALARY: \$22.00-25.00/hour, DOE, DOQ
OPENS: Until Filled

POSITION SUMMARY

The Youth Program Manager is responsible for overseeing the development, management, and implementation of the Quileute Tribal Youth Program and its associated activities. Assist youth and families with education and support services designed to prevent teen pregnancy and strengthen families and intervene for TANF-eligible families at risk of child abuse or neglect. Supervise youth center workers and additional youth staff.

DUTIES AND RESPONSIBILITIES:

- Manage program grants and reporting requirements including, but not limited to, the Office of Juvenile Justice and Delinquency Prevention Tribal Youth Program grant, Youth Opportunity program budget and activities, as well as Independent Living Services and TANF Youth programming.
- Manage program budgets and procurement needs.
- Assist with seeking and applying for future and alternative funding sources and opportunities as they relate to long term youth goals.
- Supervise Teen Center staff and additional youth staff, including co-supervision of youth and family advocates.
- Track program data and involvement and provide monthly reports to supervisor and Human Services Director.
- Write and update Teen Center, Youth Opportunity, Independent Living and Youth Trip/Activity policies.
- Provide at-risk teens with activities designed to reinforce their hopes and goals for the future, including field trips, community service activities and various events.
- Coordinate with TANF and ICW to support families and teens, as appropriate and related to youth services.
- Partner with community programs and outside agencies for additional support and service opportunities for youth.

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- Partner with local schools and agencies to track and coordinate supports for youth and overall youth success.
- Support department and organization in development of trauma-informed approaches to youth services and interventions.
- At the request of the Human Services Director, represent the Department of Human Services at meetings, conferences, community gatherings and other occasions deemed appropriate.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in a related field and three years of experience working with at-risk youth and families. Experience working in a Tribal setting desired.
- Experience developing budgets and writing policies.
- Experience supervising employees.
- Must have an awareness of trauma informed care, substance use disorders, behavioral health, teen pregnancy, sexual assault and domestic violence.
- Must be capable of handling sensitive issues in an effective, confidential and compassionate manner.
- Demonstrate excellent organizational and self-motivation skills.
- Must complete and pass a criminal history background check.
- Possession of a valid Washington State Driver's License.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Have experience successfully working with Native American communities or diverse populations and youth.
- Exhibit knowledge of and/or respect for cultural traditions, skills, and practices.
- Ability to communicate effectively, oral and written.
- Ability to explain complicated information in lay terms.
- Ability to work well with many different personalities and age groups.
- Ability to understand oral and written directions and work in a self-directed manner.
- Familiarity with social media and demonstration of ability to set boundaries.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect details as necessary to describe the principle functions of this job, level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

HOWTOAPPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR Director
Department of Human Resources

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P.O. Box 279
La Push, Washington 98350

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.