



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Personnel Department

PO Box 279 La Push, WA 98350

Phone (360) 374-4366/4367

Fax (360) 374-4368

JOB TITLE: Youth Advocate
ORGANIZATION: Department of Human-Services – TANF Youth Program
SUPERVISOR: Youth Program Manager
SALARY: \$18-21/hour, DOE, DOQ

DUTIES AND RESPONSIBILITIES:

Provide case management, advocacy, preventative education, support services and activities designed to promote overall wellbeing, prevent teen pregnancy, increase high school graduation, and develop skills and opportunities for successful post-secondary transition.

Responsibilities include:

1. Perform assessments and surveys to determine youth needs; develop or implement appropriate services from determinations.
2. Coordinate and facilitate appointments, team meetings and services to individuals, families and community partners.
3. Provide case management services, including, but not limited to advocacy, homework assistance, service coordination and monitoring of service delivery as needed.
4. Offer informational groups, sessions, and activities for youth and families.
5. Plan and implement lessons on a variety of topics: work with program staff, partners and supporting agencies to implement an educational program that includes health and sex education, school achievement and success, life-skills, goals, and future planning.
6. 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.
7. Collect and organize participant data.
8. Make referrals to other programs/agencies as appropriate.
9. At the request of the Youth Program Manager, represent Quileute Youth Program at meetings, conferences, community gatherings and other occasions deemed appropriate.
10. Implement and manage YOP youth summer employment program.
11. Partner and assist with other Youth Program services and activities.
12. All other duties as assigned.

QUALIFICATIONS:

1. Preferred- Bachelor's degree in a related field and 4 years' experience working with at-risk youth and families.
2. Minimum- Associates Degree and 4 years' experience working with at-risk youth and families.

3. Experience working in a Tribal setting desired.
4. Supervisory experience preferred.
5. Must understand trauma informed care and capable of responding to sensitive issues in an effective, confidential and compassionate manner. Issues may include, but are not limited to, substance abuse, mental health, teen pregnancy, sexual health and education, relationships, sexual assault and domestic violence.
6. Must be self-motivated, able to work independently, problem solve, and research available resources.
7. Ability to communicate effectively, oral and written. Ability to work well with many different personalities and age groups.
8. Demonstrate excellent organizational skills.
9. Experience and knowledge working with Microsoft Office including PowerPoint, Excel, Word, and Publisher

SPECIAL REQUIREMENTS:

Criminal history background check required.

Possession of a valid Washington State Driver's License and proof of clean driving record available from the Washington State Department of Licensing.

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.

Interested persons send job application, cover letter, resume and reference to the following address:

Quileute Tribal Council
C/O: Human Resources Department
PO Box 279
La Push, WA 98350

Obtain a job application and job description at www.quileutenation.org

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in 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 and other preference to Native American and Alaskan Native.