



Quileute Tribal Council

• QUILUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Youth Program Manager

Position: YOUTH PROGRAM MANAGER
Supervisor: Human Services Director
Location: Youth Center
Work Info: Full Time
Salary: DOQ/E (\$18.00-\$23.00)
Opens: August 3, 2021
Closes: Open Until Filled
This position is depended on grant funding

POSITION SUMMARY:

The Youth Coordinator 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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 the First Nations Native Youth and Culture Fund Grant.
- Manage program budgets and procurement needs and seeking and applying for future and alternative funding sources and opportunities.
- 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 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.
- 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, or TANF Coordinator represent the Department of Human Services at meetings, conferences, community gatherings and other occasions deemed appropriate.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum of an associate's degree in a related field and three years of experience working with at-risk youth and families
- Experience developing budgets and writing policies.
- Experience supervising employees preferred.
- 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.
- 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.
- Demonstrate excellent organizational and self-motivation skills.

Preferred Qualifications:

- Bachelor's degree preferred. Experience working in a Tribal setting desired.
- Have experience successfully working with Native American communities or diverse populations and youth.
- Knowledge of cultural traditions, skills, and practices.
- Ability to understand oral and written directions and work in a self-directed manner.
- Knowledge of common group games, and skills in providing recreational leadership and supervision.
- Ability to communicate and establish a good rapport with children, teenagers, and adults, and maintain a good working relationship with the children's parents, staff, and all the Quileute Community members.
- Familiarity of social media.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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 Sec. 472 & 473) there will be no

discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package.
- Employer supported 401K.
- Employer paid life insurance.
- Paid holidays
- Professional development assistance
- Employee Assistance Program

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

NOTE: Incomplete applications will not be considered.