



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

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



Job Description

Youth Program Manager

HOW TO APPLY: Send Application Package to the address listed below.

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

Via email: hr@quileutenation.org

-OR-

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

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Youth Program Manager**
Supervisor: TANF Coordinator
Location: Youth Center
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E (\$18.00 - \$23.00; hourly wage)

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 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 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 departmental 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

SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability and experience in supervising, training, and evaluating staff.
- Knowledge and experience with grant/funding compliance.
- Excellent computer skills including knowledge of Microsoft Office products, Outlook and Microsoft Teams
- A working knowledge of youth services and programs available through Tribal, State, Federal and private agencies

- Thorough knowledge of Confidentiality
- Knowledge of the Quileute Community and understanding of Tribal government and Tribal Sovereignty
- Must have excellent written, communications and organizational skills
- Must be able to prioritize and plan work activities, develop realistic activity plans, and have effective time management skills
- Ability to handle multiple tasks and meet deadlines
- Must possess a history of excellent work attendance

WORK ENVIRONMENT:

- Most of the work is conducted in an office environment, however, there will be periods of time spent assisting with youth activities.
- Occasionally work involves intervention of youth that may have a conflict or emotional situation.
- Frequent interruptions.

PHYSICAL DEMANDS:

- Position may have long periods sitting at a desk for extended periods of time and use of a computer screen.
- Occasional driving to meetings or assisting with youth activities, at times requiring prolonged periods in a vehicle.
- Ability to lift up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

Supervise, Youth Assistant, volunteers, and youth.

QUALIFICATIONS:

Minimum/Required Qualifications:

- Bachelor's degree preferred or minimum of a associates degree in a related field and three years' experience working with at-risk youth and families. Experience working in a Tribal setting desired.
- 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 other domestic violence
- Must be capable of handling sensitive issues in effective, confidential, and compassionate manner
- Ability to communicate effectively, oral and written
- Ability to explain complicated information lay terms
- Ability to work well with many different personalities and age groups
- Demonstrate excellent organizational and self-motivation skills

Preferred Qualifications:

- 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-dedicated 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 Quileute Community members
- Familiarity of social media

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal 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.

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.

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