



COQUILLE INDIAN TRIBE

Job Title: **Youth Services Advocate**
Department: Culture, Education and Learning Services Department
Reports to: CELS Assistant Director
FLSA Status: Non-Exempt
Salary Grade: \$21.45 - \$27.89
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Assistant CELS Director, provides support and advocacy for the CIT Tribal Youth Program including the After School and summer programs for youth participants 5-12 years of age. Provides resources and referrals when needed to meet the needs of CIT Tribal youth and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborates with the Youth Education Coordinator in planning, scheduling, establishing guidelines and performance expectations, providing feedback and evaluating performance.
2. Coordinates with program staff to plan and implement tribal youth program services and activities, including but not limited to advocacy, support, program development, and policy engagement.
3. Conduct tribal youth services activities to achieve goals set forth in the Tribe's Strategic Plan.
4. Works closely with CELS Director and Assistant CELS Director to annually review all program policies and procedures, drafting policies and amendments for Tribal Council approval as needed.
5. Seeks and applies for grants from federal, state and private foundations to expand services. Support Tribal Youth Opportunities Coordinator with grant reports and data collection to maintain compliance of youth programs funded by state and federal grants.
6. Support program staff to ensure activities and services are provided in a timely, cost effective and equitable manner that are conducive to the overall mission of the CELS Department.
7. Support the Summer Youth Program and Little Feathers Program schedule and activities that encompasses opportunities for youth to engage in education retention activities and fosters cultural awareness.
8. Ensure that culture, health and wellness, and educational components are infused in program planning and delivery while creating an environment that supports youth in developing social skills and positive peer interactions;

9. Responsible for advocating for all Tribal youth services program for youth age 5-12 and Little Feathers Programs.
10. Coordinate and participate in school district initiatives, including but not limited to Tribal Attendance Promising Practices (TAPP).
11. Develop communication plans and advocacy strategies for tribal youth, their families, and their local school district, as requested by parents;
12. Attend IEP, 504 meetings, or other education plan meetings to support Tribal youth and their families and be knowledgeable of resources within the community to allow for assistance when needed;
13. Consults with state and federal agencies educational institutions regarding education to keep informed of legislation, regulation and revised education standards.
14. Disseminates communication of department information regarding services, programs and educational activities to Tribal Membership through approved forms of communication including but not limited to MyTribe, Tribal Newsletter, and Facebook to maintain communications with the Tribal Membership.
15. Collaborates with the Culture and Education Committee to define, plan and implement new programs that address Tribal youth needs.
16. Collaborates with TYOP Coordinator and Youth Education Coordinator in implementing programmatic activities that includes mentorship engagement opportunities and transition integrations amongst programs.
17. Develop partnerships and collaborative relationships between local, state and inter-departmental resources to meet the needs of the youth and families through a holistic approach in services and recommendations.
18. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Manual dexterity sufficient to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, and copier. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. Must be able to travel, enter and exit a vehicle without assistance. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and sensitive situations.
2. Ability to make decisions independently in accordance with established policy and procedures.
3. Knowledgeable of the causes and effects of drugs and alcohol addiction and the impact it has on individuals, families and communities.
4. Proficient knowledge in youth development framework and experience with at-risk youth populations.

5. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
6. Proficient knowledge in youth development framework and experience with at-risk youth populations.
7. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of The Coquille Indian Tribe.
8. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
9. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. Must have a fundamental knowledge of Tribal history and culture.
11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
12. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
13. Working knowledge of and understanding of local and state academic programs and institutions.

MINIMUM QUALIFICATIONS

- A. Bachelor's Degree in Education or similar field, or an Associate's Degree with a minimum of two years' experience in managing and administering the delivery of program services with experience providing education or prevention related services preferred.
- B. Previous experience working with Native American youth and at-risk youth preferred.
- C. Professional experience working in educational systems covering early childhood education through Middle School required.
- D. Must be able to demonstrate knowledge of IEP's, 504 plans, and other education programs.
- E. Understanding of Native American experience in educational institutions.
- F. Demonstrated experience in program and budget management required.
- G. Experience with grant writing and reporting desired.
- H. Current and Valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier.