



Job Title: **Youth Services Advocate**
Department: Culture, Education, and Learning Services (CELS)
Reports to: Youth Education Coordinator
FLSA Status: Non-Exempt
Salary Grade: \$21.28 - \$27.79
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 Youth Education Coordinator, provides support and advocacy for the Youth Programs, focusing on student educational success, healthy lifestyle choices, and cultural awareness. Provides resources and referrals when needed to meet the needs of CIT Tribal youth and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Youth Education Coordinator in planning, scheduling, establishing guidelines and performance expectations, providing feedback, and evaluating performance.
2. Support program staff to plan and implement Tribal youth program services, camps, and activities, including but not limited to advocacy, support, program development, and policy engagement. Assists with youth program scheduling.
3. Conducts Tribal youth services and activities to achieve goals set forth in the Tribe's Strategic Plan.
4. Collects data and prepares grant reports to maintain compliance of youth programs funded by state and federal grants.
5. Supports 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.
6. Supports 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.
7. Advocates for all Tribal youth services program for youth and Little Feathers Programs.
8. Coordinates and participates in school district initiatives, including but not limited to Tribal Attendance Promising Practices (TAPP).
9. Develops communication plans and advocacy strategies for Tribal youth, their families, and their local school districts, as requested by parents.
10. Provides coverage in Head Start program classrooms as necessary. Assists Teen Group with teen/tween events and activities.
11. Collaborates with school support staff to tutor youth as directed by Individualized Education Plans and Title I; assists with coordinating additional tutoring and educational assistance as necessary.
12. Maintains consistent communication with OJJDP Grant Administrator; collaborates with grant training and Technical Assistance Specialist to ensure administration of programs to serve youth.
13. Assists with control and implementation over budgetary processes.

14. Establishes and maintains effective working relationships with Tribal youth and families, local and state agencies, school districts, local education institutions, staff and other Tribal departments, community members, and the general public.
15. 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, requires walking, standing, sitting, raising or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in an office setting and in an outdoor environment. Evening and weekend work may be required. Work involves occasional exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. 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. 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.
7. 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.
8. 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.
9. Must have a fundamental knowledge of Tribal history and culture.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
12. Ability to operate Tribal vehicle for transport.

13. Working knowledge of and understanding of local and state academic programs and institutions.

QUALIFICATIONS

1. An Associate's degree in education or similar field with a minimum of two (2) years' experience in youth program services with experience providing education or prevention related services preferred. A combination of formal education, training, and related work experience may be considered.
2. Previous experience working with Native American youth and at-risk youth preferred.
3. Professional experience working in educational systems covering early childhood education through Middle School required.
4. Must be able to demonstrate knowledge of IEP's, 504 plans, and other education programs.
5. Understanding of Native American experience in educational institutions.
6. Demonstrated experience in program and budget management preferred.
7. Experience with grant writing and reporting desired.
8. Current and Valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier.
9. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
10. First Aid/CPR/AED certification required or ability to obtain within 90 days of employment.
11. Food Handler's certification required or ability to obtain within 90 days of employment.
12. Ability to adhere to strict confidentiality policy.