



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION TITLE: WFD/YOUTH PROGRAM ACTIVITIES ASSISTANT & TRANSPORTATION

SUPERVISOR: YOUTH PROGRAM MANAGER

SALARY: \$22.00 HOURLY 1 FTE

NATURE OF WORK: The WFD Activities Assistant will coordinate support/activity services to WFD Clients & Youth Prevention Program. This position shall provide a wide range of community and WFD departmental activities. The position supports scheduled educational and cultural activities or programs, both on-site and in the local community.

REPRESENTATIVE ACTIVITIES:

1. Assist Youth Program in publicizing upcoming events through fliers, Souder articles, etc.
2. Assists in event coordination for Youth Prevention Program.
3. Provides safe, dependable, and flexible driving transportation services for clients to and from activities and functions.
4. Enters Youth Leadership council participants in TAS database & generates requests through projects in TAS
5. Monitors older children and teens as appropriate and necessary for Youth Leadership Council; report any behavioral problems to WFD Youth Program Manager.
6. Shall work closely with WFD/Youth Prevention Program staff to coordinate workload/activities.
7. Shall adhere to Policies and Procedures, requirements, i.e., records, reports, schedules, etc.
8. Assists in packing, loading, unloading and unpacking equipment, supplies and food as needed.
9. Assists as directed and authorized youth recreational and leisure activities, functions and field trips for youth and families. Keeps accurate participation records (sign in sheets) and produce written or oral reports as needed or requested.
10. Establishes and maintains professional quality communications with WFD/Prevention staff and outside agencies, businesses, and individuals as needed.
11. Shall attend training activities as directed.
12. Shall assist with the coordination of Teen Council & community activities.
13. Shall provide other duties as assigned.

JOB SPECIFICATIONS

1. Shall have knowledge of the Skokomish Community.
2. Must work as a Team.
3. Shall obtain CPR/First Aide Certification within 6 months of hire.
4. Skill in use of automatic office equipment, including computers, software, fax machines, calculators, copy machines and telephone systems.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or GED certificate.
2. Possession of a valid Washington State Driver’s license and be insurable under the Tribes’ policy.
3. Must be willing to obtain further training to improve working skills.
4. Must possess CDL or meet eligibility requirements to obtain a CDL for bus transport.
5. Ability to work varied hours or weekends when necessary to accomplish the goals of the department.
6. Must adhere to HIPPA confidentiality.
7. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
8. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
9. Must be able to work in a team environment.
10. Strong organizational, communication and interpersonal skills preferred.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

PHYSICAL ABILITIES: Ability to perform physical activities such as but not limited to frequently lifting medium objects generally less than 25 lbs., occasionally lift or move more than 50 lbs., occasionally required to work under inclement weather conditions. Frequent day travel to other SPIPA or community support locations.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____