

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



OR MAIL TO:

Human Resource
Department

P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Y.E.S. Advocate (2 Positions)
POSITION NUMBER: 00291, 01095, 01180, 01183
DEPARTMENT: Youth Enrichment Services (Y.E.S.)
LOCATION: Varies
DIVISION: Governmental Services
RESPONSIBLE TO: Y.E.S. Manager
SALARY: NE10 \$14.68/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 20, 2016
CLOSING DATE: May 31, 2016
Transfer Deadline: May 31, 2016
Proposed Start Date: 2016 - 2017 School Year

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide services on behalf of the Oneida Nation, to address the educational, personal, social, cultural, and emotional needs of American Indian Youth attending public schools in select communities surrounding the Oneida reservation so that they may reach their maximum potential and develop a positive academic, social, and cultural experience. Incumbent is responsible for establishing effective collaboration, coordination and communication between American Indian youth, their families, the Youth Enrichment Specialist, the school and community. Strategic objectives are to increase GPAs, raise the number of graduates and lower the drop out rates. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Advocate and lobby for rights of American Indian Youth to have equal opportunities that ensure successful educational, personal, social, cultural and emotional development.
2. Assume all duties and responsibilities with the guidelines prescribed by Johnson O'Malley rules and regulations.
3. Develop, plan, and monitor budgets for program sponsored events and tribal special events.
4. Coordinate/facilitate groups during the school day and/or before/after school, implement curricula, to address pertinent educational, personal, career exploration, social, cultural and emotional issues.
5. Coordinate, conduct and utilize staff development and training opportunities to enhance the services of the Youth Advocate.
6. Provide academic support when necessary.
7. Assess and address the academic and social needs of American Indian Youth. Coordinate and facilitate meetings with teachers and other school personnel to utilize school and community resources in the development of action plans.
8. Utilize school district operational policies and procedures and any other relevant background information necessary to work effectively.
9. Function as a liaison for youth and/or parents in their interactions with teachers, school administrators, and support staff. Assist youth and/or parents in locating points of contact in the schools and make referrals as appropriate.
10. Attend/participate in school staff and parent meetings to act as a liaison in communicating youth needs and concerns; mediates problems that may arise between school, parent(s), youth, and or community.

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DUTIES AND RESPONSIBILITIES: (Cont.)

11. Utilize Tribal resources and surrounding communities' social services, such as Oneida Social Services, Wrap-Around Program, Family Services, alternative schooling and youth laws. Know the policies, procedures, and eligibility criteria of Oneida community resources available to assist in meeting the needs of the youth.
12. Promote Tribal mission, vision, and program operational plan.
13. Participate in yearly planning sessions to assess and/or evaluate priorities and services to be provided for the upcoming year.
14. Develop and maintain close, cooperative, and beneficial working relationships with students, parents, teachers, administrators, co-workers, peers, social workers, liaison officers, and other constituencies.
15. Acquire resource materials to assist parents and/or youth in understanding the policies and procedures of the local school system (public, LEA).
16. Network with parents, community programs, or other persons designated with parent or guardianship responsibilities to ensure parent/guardian input is a part of the youth's educational process.
17. Assist teachers and school administrators in developing opportunities for parents to become involved in their child's education program.
18. Facilitate, with youth, parents and school personnel, the development of a long term plan of action to help the youth achieve their personal and educational goals.
19. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and co-workers needs courteously and promptly.
20. Document and address the needs and concerns of Native American Youth and monitor student academic standing.
21. Implement and maintain communication through daily, weekly, monthly, quarterly, year end reports, and newsletters.
22. Complete forms of correspondence to keep supervisor, youth, parents, parent committee(s), and the community advised of program activities, accomplishments, and future plans.
23. Develop and maintain a consistent follow-up system to track youth from elementary through high school graduation.
24. Contributes to a team effort and accomplishes related results as required.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; use hands; reach with hands and arms; and talk and hear.
2. Occasionally stand, walk, carry and lift up to twenty-four (24) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Must work flexible hours encompassing day, evening, and weekend hours.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Skill in organization.
2. Skill in verbal and written communication.
3. Skill working with Native American youth K-12 in a school setting.
4. Ability to utilize a computer for data collection, tracking, communication, presentations, reporting, planning, analysis, and general record keeping and provide timely and concise reports as requested on all K-12 youth.
5. Ability to work as a team to meet the needs of American Indian youth.
6. Ability to be tactful, diplomatic, and mature with the ability to work with a wide variety of personalities, demonstrating objectivity, respect, courtesy, maturity and patience.
7. Ability to demonstrate excellent problem solving and critical thinking skills.
8. Ability to complete any and all tasks with minimal supervision. Must be willing and able to attend parent/teacher conferences and local parent committee meetings.
9. Ability to be sensitive and receptive to the unique needs and learning styles of Native American Youth.
10. Ability and willingness to obtain additional education and training including Oneida culture, including language and history, and CPR and First Aide.

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STANDARD QUALIFICATIONS: (Cont.)

11. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment and yearly thereafter.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
15. A valid driver's license, reliable transportation, and insurance is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. One (1) year previous successful experience conducting student prevention groups.
2. Knowledge of Wisconsin educational laws and regulations, with an emphasis on truancy, special education, and the Individual Education Plan (IEP) process.
3. Knowledge and experience in education program planning and evaluation.
4. Knowledge and understanding of Oneida culture, traditions, values and unique needs of Native American Youth.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Education, Communications, Human Development, Psychology, Sociology, Native American Studies, Social Work or closely related field; three (3) years of experience working with elementary, middle, and/or high school aged youth, curricula implementation, and group facilitation and customer service.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**