

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

JOB DESCRIPTION

POSITION TITLE: Youth and Young Adult Mentor/Advocate
POSITION NUMBER: 02670
DEPARTMENT: Family Support Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Prevention Supervisor
SALARY: NE10 \$14.68 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 12, 2016
CLOSING DATE: October 19, 2016
Transfer Deadline: October 19, 2016
Proposed Start Date: **As Soon As Possible**

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

Accomplish the Children and Family Services Department objectives by attempting to reduce the use and impact of violence through educational and advocacy services to children, teens, and their families. Assist clients in developing safety plans and empowerment strategies; encourage the use of non-violent methods to resolve conflicts; design and implement individual and group curriculum to teach the use of non-violence. Ensure that services are provided effectively and efficiently to the Oneida Nation. This is a year-to-year grant funded position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Receive referrals and meets with young adults on an individual basis.
2. Facilitate psychotherapeutic-educational group therapy for children and teens on site, in the school setting, and at other community locations as appropriate.
3. Assess client needs and determine treatment plans.
4. Refer individuals to appropriate support programs including spiritual services, Indian Child Welfare, Oneida Police Department, Peacemaking, Alcohol and Other Drug Abuse (AODA), and mental health services.
5. Develop program curriculum needed to identify and address child and teen social issues including AODA, sexuality and gender issues, gangs, cultural identity, bullying, conflict resolution, communication, relationships, and other issues regarding youths.
6. Provide access to culturally based activities, including teachings and ceremonies that are geared toward the youth population.
7. Provide crisis intervention as needed.
8. Prepare and submit correspondence; narrative and statistical reports; and other documents as required.
9. Perform data entry and maintain case files, ensuring accuracy of data, and ensuring pertinent, accurate, and current information regarding the youths and their families.
10. Assist in formulating policies and procedures for child advocacy programs.
11. Provide technical assistance, training, and education to local community groups, schools, and external agencies.
12. Coordinate public relations efforts through educational forums, community meetings and events, publications, circulars, newsletters, bulletins, memorandums and other appropriate media.
13. Develop Mentoring Program.
14. Participate in staff development and training programs.

JOB DESCRIPTION

Youth/Teen Mentor/Advocate

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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 walk and sit; reach with hands and arms.
2. Occasionally stand; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Work may be performed in situations where extreme caution must be exercised, and may occur when contacting individuals at home.
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. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of social issues, gangs, suicide, teen pregnancy, overall life skills, prevention activities and programs, intervention strategies, individual and family counseling, and available resources.
3. Knowledge and experience working effectively with LGBT/Two Spirited community.
4. Knowledge of the dynamics of domestic violence and relevant interventions.
5. Knowledge of the Oneida community, history, and culture.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Ability to exercise independent judgment and meet strict time lines.
8. Ability to communicate efficiently and effectively both verbally and in writing
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Ability to resolve crisis situations.
11. Oneida certification on reporting Child Abuse and Neglect within 90 days of employment.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
16. A valid driver's license, reliable transportation, and insurance. 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.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Psychology, Sociology, Human Services or related field plus two years experience working with at-risk youth, developing prevention activities required; one year experience working with children/teens in the dynamics of violence and social issues to include AODA, sexuality/gender, gangs, culture identity, bullying, conflict resolution, communication and relationships; one year experience in developing community education programs, community/cultural resources and services, individual work, developing community education programs; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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