APPLY IN PERSON AT:
Human Resources Department
909 Packerland
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE:	Y.E.S. Specialist
POSITION NUMBER:	00968, 01212, 01214, 01215, 03014
DEPARTMENT:	Youth Enrichment Services (Y.E.S.)
LOCATION:	3759 W Mason St Suite 1, Oneida WI
DIVISION:	General Manager
RESPONSIBLE TO:	Y.E.S. Manager
SALARY:	NE8 $18.64/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	October 14, 2020
CLOSING DATE:	October 21, 2020
Transfer Deadline:	October 21, 2020
Proposed Start Date:	**As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

This position will assist in the educational advancement of Native American youth attending public schools in select communities surrounding the Oneida Nation of Wisconsin. The Specialist will establish teacher-student relationships with Native American youth. The incumbent will develop, implement, and monitor individual learning intervention plans to aid Native American youth in obtaining basic core skills, and/or maintaining and improving basic skills. Services may include skill building, homework completion, teaching organizational skills, time management, and college preparation.
This position is not a teacher contracted position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Teach/tutor academic and/or remedial skills to students emphasizing deficiencies in math, reading, and science.
2. Develop academic sessions that include individuals and small groups addressing remedial and curriculum differentiation.
3. Oversee structured individual and small group tutoring sessions with Middle and/or High School youth.
4. Integrate basic study skills and organization lessons to prepare youth for entry level post-secondary work.
5. Create curriculum for skill development in cooperation with Tribal education programs and school personnel.
6. Learn and incorporate the forty (40) Developmental Assets, Oneida Language and Culture in daily interaction with youth.
7. Evaluate youth academic needs and abilities. Develop plans to build the identified academic needs utilizing school, Oneida community, and internet resources.
8. Maintain, monitor and document progress, progress reports, and academic success. Utilize computer skills to develop a system of communication to provide information regarding the youth's progress to parents, Y.E.S. Program, community, and school.
9. Conduct meetings with Parent/Guardian(s), school personnel and Y.E.S. Youth Advocate to review academic and social progress and/or concerns.
10. Participate in Y.E.S. yearly planning sessions to evaluate previous work strategies, to assess and evaluate the priorities and services to be provided in the future.
11. Assist in the planning and coordinating of program events and tribal special events.

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and co-workers needs courteously and promptly.
13. Contribute to a team effort and accomplish related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. 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, stand, walk, bend/stoop, kneel and balance.
2. Occasionally squat, crawl, climb heights, reach above shoulder level, crouch, push/pull, carry and lift up to twenty-four (24) pounds.
3. Employee must use repetitive movements of both hands.
4. Work is generally performed in an indoor and outdoor setting with a high noise level.
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 or willing to learn about the Oneida history and culture.
2. Skill in operating a personal computer, utilizing programs such as Microsoft Excel, Word, and Outlook.
3. Excellent organizational skills. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
4. Well-developed interpersonal skills are required promoting tact, courtesy, respect, objectivity, maturity, and patience while interacting with a wide variety of personalities.
5. Ability to complete Oneida Certification on Reporting Child Abuse and Neglect Reporting is required within three (3) months of employment.
6. Ability to work as a mentor to students by serving as a positive role model.
7. Ability to develop and carry out instructional lesson plans.
8. Ability to work flexible hours including evenings and weekends.
9. Ability to work cooperatively with all school personnel and community programs in addressing the needs of the youth.
10. Ability to be sensitive and receptive to the unique needs and learning styles of middle and high school aged Native American youth.
11. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
12. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must complete Blood Borne Pathogen Training.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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 Nation's Gaming Division.
18. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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. Knowledge of Oneida or Native American history and culture preferred.
2. Teaching experience in a multicultural setting.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Education or closely related field from an accredited college or university; two (2) years of successful experience in teaching/tutoring reading and math to Elementary/Middle School youth; two (2) years successful experience in curriculum development.
2. A Wisconsin Elementary/Middle Education Teaching Certificate. Must maintain the Wisconsin Elementary/Middle Teaching Certificate during employment.

ITEMS TO BE SUBMITTED:

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