

APPLY IN PERSON AT:
Human Resource Department

909 Packerland Drive
Green Bay, WI 54303



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

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

APPLY ONLINE AT:
www.oneidanation.org

JOB DESCRIPTION

POSITION TITLE: Community Advocate (Prevention)
POSITION NUMBER: 01608
DEPARTMENT: Children and Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Advocate Manager
SALARY: NE06 \$16.95/Hourly (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 12, 2017
CLOSING DATE: Until Filled
Transfer Deadline: April 19, 2017
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

Accomplish the Children Family Services Department objectives by planning, coordinating, implementing, and facilitating preventive, educational, and recreational group activities to support the program objectives of reducing the use of alcohol, drug, and tobacco use; suicide; gang involvement and activity; teen pregnancy; and sexually transmitted diseases. Ensure that services are provided effectively and efficiently to the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Coordinate the operation of the prevention and training programs and ensures compliance with the guidelines established by the prevention program. This will include the following:
 - a. Design and implementation of prevention activities and strategies consistent with the risk and protective model and with other research-based approaches to prevention planning.
 - b. Create and utilize a program evaluation system consistent with the principles identified by the Prevention Program Standard Operating Procedures.
 - c. Assist in formulating policies and procedures for prevention programs.
 - d. Conducting activities based on approaches that reflect an understanding of youth development; provides leadership training for effective youth groups such as: summer programming; Native American groups, KIDS Can groups, Babes in Elementary, pregnancy prevention, Tutoring, Proud Choices, Protective Behaviors, AODA Groups, babysitting classes, and other pertinent topics.
 - e. Work with students, faculty, and staff to support and educate students in making healthier choices about alcohol and substance abuse. Establish rapport with youths.
 - f. Chaperone events and activities as needed. Recruit participants and provide services to clients through individual and/or group short term counseling or educational sessions.
 - g. Conducting needs assessments to identify specific risk factors for participants.
 - h. Identify and implement strategies that increase student success.
 - i. Provide technical assistance, training, and education to local community groups, schools, and external agencies.
 - j. Develop and maintain relationships with local community resources; collaborate with school-based interdepartmental services to improve success for at-risk students.
 - k. Network with other prevention programs, professionals, and consultants to establish best practices.

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DUTIES AND RESPONSIBILITIES: (Cont.)

- l. Coordinate public relations efforts through educational forums, community meetings and events, publications, circulars, newsletters, bulletins, memorandums and other appropriate media.
 - m. Participate in staff development and training programs.
 - n. Provide individual and family case management.
 - o. Refer individual to appropriate human service program as necessary.
2. Prepare and submit correspondence; narrative and statistical; and other documents as required.
 3. Perform data entry and maintain case files, ensuring accuracy of data, and ensuring pertinent, accurate, and current information regarding the youths and their families.
 4. Adheres to Tribal Policies and Procedures.
 5. 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.
 6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
 7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
 8. 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; and stoop, kneel, crouch, or crawl; 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. 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 department organization, functions, objectives, policies and procedures.
3. Knowledge of the Oneida community, history, and culture.
4. Knowledge of social issues, gangs, suicide, teen pregnancy, overall life skills, prevention activities and programs, intervention strategies, individual and family counseling, and available resources.
5. Knowledge of family dynamics and individual life stages.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Ability to exercise independent judgment and meet strict time lines.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
12. Ability to resolve crisis situations.
13. Must be CPR and First Aid Certified or the ability to obtain within six (6) months of employment.
14. Oneida certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.
19. 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 Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

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

1.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Social Work, Psychology, Sociology, Human Services or related field.
2. One year experience working with at risk youth.
3. One year experience group facilitation.

ITEMS TO BE SUBMITTED:

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