



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: October 20, 2016

CLOSING DATE: until suitable candidate is found

YOUTH PROGRAM AID

JOB STATUS:

Youth Program Aid
Career Field: Program Staff
Pay Range: \$8.00 per hr
Classification: Part-Time, Regular

LOCATION:

Penobscot Nation
Department of Social Services
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High school Diploma or GED required. Previous experience working with youth preferred. Experience or the ability to coordinate and carry out youth activities preferred. Background check, criminal record check and fingerprinting required. General knowledge or willing to gain knowledge in areas, such as Youth development, suicide prevention, substance abuse and the impact on families, child abuse/neglect, domestic violence/family violence, prevention programming and any other Youth related issues. Must be 19 years of age or older. Must have a valid State of Maine Driver's License. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7306 to request applications be sent to you. Application package includes: Tribal Application for employment AND Investigative Questionnaire for a Child Care Position-

Submit completed application package along with and required certifications to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

Job Description

Position Title: Youth Program Aid

Department: Youth Program

Reports to: Youth Program Lead

Rate of Pay/Category: \$8.00 Flat Rate

Status/Term: Part Time- Regular

Job Summary:

The Youth Program Aid is responsible for assisting the Youth Program Lead in the development and implementation of programs that address the emotional, social, cognitive and behavioral development of youth. Programs can include, sports, cultural activities, nature activities, prevention skills, and educational activities. The Youth program Aid will provide activities in a clean safe environment and promote a healthy lifestyle, serving as a positive role model. The Youth Program Aid will also be assisting the Lead in maintaining attendance records, reporting any issues to the program lead, and carrying out programs. All youth program employees are mandated reporters.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assists in the development, scheduling and implementation of age appropriate youth activities effectively and safely on a daily basis.
- Be actively involved and engaged in activities.
- Be able to work with special needs youth and follow behavioral guide created for youth.
- Assist in coordinating and planning field trips.
- Complete incident/accident report and notify lead to report to parent.
- Be able to communicate appropriately and effectively with youth, parents and community.
- Monitor the use of equipment, facilities and report any safety issues that need to be addressed to youth program lead.
- To collaborate when appropriate and necessary with other tribal departments as well as other tribes.
- To assist in carrying out youth/community needs assessments and program satisfaction surveys.
- Performs other related tasks, as requested.

Part-time, Regular

Career Field: Program Staff

Category: B

Pay Range: \$8.00

Approved by Personnel Committee: February 29, 2016

Approved by Tribal Council: March 01, 2016