



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Project Green Manager
DEPARTMENT: Hualapai Juvenile Detention and Rehabilitation Center
CLASSIFICATION: Full-time/ Permanent
SALARY: D.O.Q
OPENING DATE: July 11, 2013
CLOSING DATE: July 19, 2013

THOSE THAT APPLIED BEFORE DON'T NEED TO RE-APPLY

SUMMARY OF JOB DUTIES:

To establish, maintain, supervise, and continually facilitate the Reentry Green Demonstration Program with HJDRC consistent with traditional Hualapai culture for the youth in the care of the facility. The position is supervised by the Chairperson. Promote continuity of follow-up services for the program. To assure the thoroughness of assessments; to manage day-to-day programming operations; to ensure positive and enthusiastic performance by staff through training, supervision and direct day to day support for the program.

DUTIES AND RESPONSIBILITIES:

- Responsible for the coordination of analysis in matrix of grant. Maintains engagement of youth in constructive, healthy and spiritual activities involving program.
- Satisfies training and development needs of youth by following design and programs in cooperation with educational and counseling staff.
- Develops and monitors schedules for program participation of youth.
- Work on implementation of bee keeping program.
- Work with other for horticulture program.
- Collaborate with other departments to provide services for youth and families.
- Facilitate the Green Reentry Advisory Board meetings once a month.
- Conducts staff and youth training sessions based on needs identified.
- Ensure that equipment and supplies are available, operable and properly stored.
- Required to participate in training programs to enhance knowledge in this field.
- Develop analysis data for reporting to Department of Justice on project progress and monitoring.
- Provide fitness program once a week in the facility.
- Other duties as assigned.

Skills, Knowledge and Abilities

Skills:

- Skill in effective communication both orally and in writing
- Skill in positive supervision and motivation for staff and juveniles.
- Skills in computer operations

Knowledge:

- Knowledge of justice system
- Knowledge of service providers and areas of expertise available in the area and/or who may be available by traveling to the facility on a scheduled basis.
- Knowledge of: Green Building Technology, Green Home Building, blue print reading.
- Knowledge of Environmental Sustainability in regards to community planning and design, interaction of healthy community sustainability to a greater world stability.
- Knowledge of Green House food production operations, ethno botany, botany, horticultural and composting.
- Knowledge of recycling for elements of the project and the facility.

Abilities:

- Ability to assess program effectiveness and/ or shortcomings.
- Ability to work effectively with others
- Ability to keep abreast of developments in field.
- Ability to utilize computers.
- Ability to act quickly, calmly and effectively in emergency situations.
- Ability to enforce facility policies and procedures.
- Ability to detect behavior problems
- Ability to maintain records
- Ability to coordinate activities, training and schedules.
- Ability to supervise youth.

QUALIFICATIONS:

1. Graduation from an accredited high school
2. Preference will be given to candidates with a minimum of an Associate of Arts Degree from an accredited school of higher education in community planning, psychology or experience and knowledge of environmental design.
3. Added preference will be given to candidates with a Bachelor of Arts/Science degree from an accredited school of higher education in environmental design, social services, psychology or a closely related field.
4. Teaching experience and/or educational program oversight/provider.
5. Experience with developing and/or providing job training and job development for juveniles.
6. Must have a valid Arizona Drivers License and be eligible for the tribe's insurance.
7. Must be able to pass a criminal background investigation and cannot have been convicted of a felony offense of any kind.
8. Be able to pass extensive background check for working with, "at risk children at all levels".
9. Submit to and pass a pre-employment drug/alcohol screening.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference will be given to qualified Community members, to

qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities