HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE:	**Youth Services Assistant**
DEPARTMENT:	**Hualapai Health Department**
CLASS:	**Full-Time Covered/Non-Exempt**
SALARY:	**$12.00 - $14.00/Hr.**
OPENING:	**November 10, 2015**
CLOSING:	**Open Until Filled**

Position Summary:

Under general supervision within the Hualapai Department of Health & Wellness, Youth Services Office, the Youth Services Assistant will assist in the collaboration with the Youth Services Office, with tribal directors, program managers and/or volunteers to plan, organize, assist with the coordination and participate in a variety of youth-related social/recreational programs and activities. The Youth Services Office is responsible for program planning, administering program budget and implementation/supervision of all activities of the Tribal Youth Council.

Essential Duties and Responsibilities:

- Must be a self-starter with excellent organizational and time management skills to effectively coordinate multiple projects and duties with absolute attention to detail.
- Assist the Hualapai Tribal Youth Council.
- Plans, organizes, and participates in working groups to assist with coordination of youth programs, events and social/recreational activities.
- Plans, organizes, coordinates and participates in youth field trips, outings and excursions to include hiking, cultural field trips and attendance at state and national youth meetings.
- Interacts with the general public, school district administrators, teachers, program participants, staff directors and community groups.
- Attend trainings on youth issues, family dynamics and community involvement.
- Willingness to work a flexible schedule-involves nights, days, and weekends.
- Willingness to work various tasks to get the job done.
- Ensures accurate recordkeeping of program participants and prepares a variety of reports related to program activities.

Experience, Knowledge, Skill, and Abilities:

- Strong analytical and organizational skills.
- Knowledge of Native American traditions and customs.
- Knowledge of young adult program activities, hobbies and athletics.
- Knowledge of the principles and practices of youth and young adult program planning, development and administration.
- Skills and experience in budget preparation and fiscal management.
- Advanced verbal and written communication skills and the ability to present effectively to various ages and size groups.

- Knowledge of computer software programs, including spreadsheets, database and word processing. Must be able to navigate on the internet for program research, resource identification and successful proposal submittal.

Education:

- High School Diploma or (GED).
- Two (2) years of experience with increased responsibilities in youth social/recreation and training or young adult employment planning.
- Must have a valid driver's license and be eligible for tribe's insurance.
- Must pass a background check.
- Must 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 may be extended to persons of Indian descent 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