



# HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** Program Specialist Coordinator  
**DEPARTMENT:** Hualapai Juvenile Detention and Rehabilitation Center  
**CLASSIFICATION:** Full-time/ Permanent  
**SALARY:** D.O.E  
**OPENING DATE:** February 06, 2018  
**CLOSING DATE:** February 16, 2018

**Objective:** To establish, maintain, supervise, and continually facilitate program in the HJDRC consistent with traditional Hualapai culture for the youth in the care of the facility. To promote continuity of follow-up services for program and reentry into the community. 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 program.

## **Duties and Responsibilities:**

- Develop and organize the program and services consistent with the program for needs of juvenile offenders while incarcerated and upon reentry into the community.
- 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 and assessing effectiveness of orientation and ongoing programs.
- Develops and monitors schedules for program participation for youth.
- Conducts staff and youth training sessions based on needs identified in the course of facility and program operations
- Coordinates community volunteers.
- Ensure that equipment and supplies are available, operable and properly stored.
- Be able to assist in syllabus development for youth in program.
- 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.
- Be able to have expertise in the program two weeks to begin facilitating.

## **Skills, Knowledge and Abilities:**

### Skills:

- Skill in effective communication both orally and in writing
- Skill in assessing juveniles needs and programs to meet those needs.
- Skill in positive supervision and motivation for staff and juveniles.
- Skills in computer operations

### Knowledge:

- Knowledge of counseling and program methodologies consistent with "best practices" in the field of juvenile corrections

- Knowledge of assessments tools commonly utilized in determining the needs and progress of youth involved in programs and services in juvenile correctional settings
- 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.
- Higher level than average 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 greater world stability.
- Knowledge of Green house food production operations, ethobotany, 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 undergo thorough investigations of situations pertaining to staff and youth that may warrant action by the Facility Director.
- Ability to supervise both staff and youth.

**Qualifications:**

- Graduation from an accredited high school and L.E.E.D. Training.
- 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 a closely related field.
- Added preference will be given to candidates with a Bachelor of Arts/Science degree from an accredited school of higher education in criminal justice, social services, psychology or a closely related field.
- Experience working in a juvenile correctional facility or teaching experience and/or educational program oversight/provider.
- Experience with developing and/or providing job training and job development for juvenile offenders.
- Must have a valid Driver's License and eligible for tribe's insurance.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.
- Must be able to pass a criminal background investigation and cannot have been convicted of a felony offense of any kind.
- Must be able to pass a physical examination. (At the option of the facility).
- Be able to pass extensive background check for working with, "at risk children at all levels".

**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**