

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** SPRING Youth Activities Organizer

**Department:** Health/Community Health

**Reports to:** Community Health Manager

**Salary Range:** \$19.52 to \$27.32 per hour/ (\$40,602 to \$56,826) Annually

**Status:** Non-Exempt

**Level:** B24

**Terms:** Grant Funded Position

**Opens:** June 16, 2022

**Closes:** June 30, 2022

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**SUMMARY:** This position, under the general supervision of the Community Health Manager, will be responsible for creating and carrying out all youth activities for the SPRING prevention and outreach program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in professional, positive manner.
- Work with the Tribal community members and provide outreach services to inform community about SPRING prevention activities and other services available for youth within LTBB Health Department.
- Build and contribute to inclusive environment for Tribal youth and larger community.
- Support indigenous learning styles and create safe learning spaces for Tribal community. Create intergenerational spaces of learning within the SPRING outreach and prevention program
- Responsible for all youth recruiting activities for SPRING prevention outreach programs
- Responsible for planning, developing, and carrying out culturally appropriate and evidence-based youth substance abuse and suicide prevention activities for the Nish Fish Afterschool and Summer programs
- Responsible for leading Talking Circles within partner schools within our surrounding community
- Responsible for logistical planning of youth activities, including transportation, meals, volunteers, and chaperones.
- Responsible for safety of youth and utilizing medical knowledge to provide first aid for any minor injuries that may occur within normal youth outreach activities
- Create and maintain the calendar of events for the SPRING prevention program
- Collaborate with existing youth-based structures to encourage the development of Native youth peer-to-peer support activities
- Collaborate with other SPRING staff to support Youth Leadership Council activities

- Develop and maintain community partnerships that supplement current and future outreach activities
- Serve as a mentor for youth engaged in SPRING prevention activities, provide individualized outreach and support to youth in pursuit of their goals
- Solicit feedback from participating youth on interests, activities, and needs to implement
- Participate with youth groups in events such as picking vegetables, setting up and taking down tipis, etc.
- Assist in the planning and delivery of outreach events including: Jimaan Journey, Camp US, Year-End Celebration, Gathering of Native Americans (GoNA), and Fall Encampment.
- Plan and chaperone SPRING events that may include camping with youth, paddling a traditional jimaan, setting up and breaking down camp, etc.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Associates Degree or equivalent education required. Minimum of one year of formalized medical training required. Medical Assistant training preferred. Minimum two-years' prevention outreach experience working with Native youth required. Previous experience in a formalized mentor, coaching, or youth leadership role required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be passionate about youth and providing them with support to grow and prosper. Must have impeccable judgement and be responsible and a good role model at work and in the community. Must be proficient in conflict resolution. Must diffuse tense situations that may arise on outings or between youth. Must be comfortable networking in the community. Must be able to collaborate with outside agencies and other existing youth programs. Must be able to navigate on the internet for program research, resource identification and successful proposal submittal. Must be able to communicate effectively in person and in writing with a wide range of people and provide community presentations when needed. Must be familiar and comfortable with Native American culture and traditions. Must understand how to empower people to work together for the good of the community. Must have advanced verbal and written communication skills and the ability to present effectively to various size groups. Must be able to work without direct supervision and be detail oriented, self-motivated, trustworthy and dependable. Must be able to travel outside of the state; which may include flying. Must maintain client confidentiality requirements of 42 CFR, Part 2, and HIPAA regulations. Must be able to work a flexible schedule that includes some nights, days, and weekend hours. Must be able to transport, load, and unload the SPRING Jimaan.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license (chauffer's license preferred), reliable transportation and be insurable for duration of employment.

**COMMENTS:** Indian preference will apply. Position is contingent upon completing and passing a thorough background check. If in recovery, must have minimum of four years of sobriety. Must get annual influenza vaccination due to working within a health facility. Must have a positive employment history, including with LTBB.