



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Youth Education Advocate (two positions)
SALARY: \$19.04 - \$20.40, per hour DOE
REPORTS TO: Program Manager
LOCATION: Omak, Washington

BASIC FUNCTIONS: The Youth Educational Advocate provides adequate case management in monitoring each youth's educational success. The Youth Education Advocate ensures provisions of the WA state attendance law, CCT Juvenile Code, legal proceedings, and presents case information to court services and/or truancy boards. Position assesses students and families, interprets attendance policies, works as a team member to develop prevention/intervention strategies, provides case management, monitors student progress, and makes referrals for additional services.

MINIMUM QUALIFICATIONS:

Education and Training:

- Typically requires an Associate Degree AND 2-4 of experience demonstrating skills to perform the duties of the position.
- Requires a valid state driver's license and be eligible for the Tribes' vehicle insurance and maintain throughout employment.

Knowledge, Skills, and Abilities:

- Requires specific knowledge required to satisfactorily perform functions of the job.
- Requires knowledge of the Tribal codes, Colville Tribes Attendance Ordinance, Washington State Attendance Laws and school systems.
- Requires knowledge in stages of child development.
- Requires knowledge in conflict resolution methods and safety practices and procedures.
- Requires knowledge and experience with Native American lifestyles, skills, traditions, customs and social resources of the Colville Reservation.
- Requires knowledge of the characteristics, problems, needs and interests of youth.
- Requires knowledge of community resources and facilities available to youth.
- Requires knowledge of youth programming; ability to establish trust and maintain support with youth.
- Requires knowledge, skills and ability to operate standard office equipment including using software applications.
- Requires knowledge, skills and ability to prepare and maintain accurate records/case management in confidential manner.
- Require the ability to work independently and with others in a variety of circumstances in a respectful manner. Requires the ability to successfully perform job functions.
- Requires the ability to adapt to changing work priorities.
- Requires the ability to communicate in a positive and in an inclusive manner.
- Requires the ability to establish and maintain an effective working relationships with youth, families, partners, and staff.
- Requires the ability to work flexible hours.
- Requires the ability to display patience and have a sense of humor.
- Requires public relations skills.
- Requires the ability to respond in a timely and professional manner.
- Requires the ability to maintain strict confidentiality.
- Requires ability to have disciplined empathy, advanced partnership skills, and ingenuity.
- Requires the ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of youth.
- Requires the ability to communicate effectively, both orally and in writing.

- Requires the ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.
- Requires the ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position.
- Requires good judgment; maturity; initiative; tact; courtesy; physical condition commensurate with the duties of the position.
- Requires the ability to perform tasks in order to meet changing job conditions.
- Requires the ability to compose a variety of documents/reports, facilitate group discussions, and analyze situations to define issues and draw conclusions.

NOTE: Pursuant to Tribal Policy, this position is subject reasonable suspicion and post-accident drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **Closes: Wednesday, November 21, 2018.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2846
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Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.