

## JOB DESCRIPTION

Job Number—022

**JOB TITLE:** Del Norte Indian Education Center Program Assistant III  
**JOB LOCATION:** Crescent City, CA  
**SUPERVISOR:** DNIEC Program Coordinator  
**SUPERVISES:** None  
**FLSA Status:** Non-Exempt  
**SCHEDULE:** Monday–Friday 8:30 a.m. to 5:30 p.m.  
**COMPENSATION:** \$17.50 per hour  
**CLOSING DATE:** October 2, 2020, 5:00 p.m.

**SUMMARY:** Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

The Program Assistant III reports to the DNIEC Program Coordinator and works in Crescent City, California. The Program Assistant III works directly with the DNIEC Program Coordinator to provide administrative functions of the center, support services to students and family and coordinates staff and parent training. Presentations will be made to students at community events and school classrooms. The Program Assistant III will work closely with students and families to address and resolve academic and absenteeism issues, family, careers and student behavior. The Program Assistant III will work in the implementation of the Tobacco Use Prevention Education Program.

**RESPONSIBILITIES:** Under the supervision of the Northern California Indian Development Council's (NCIDC) Del Norte Indian Education Center (DNIEC) Program Coordinator, the Program Assistant III will be responsible for supporting the administrative functions of the center, providing advocacy and support services to students and families, and coordinating staff and parent training. The Program Assistant III will work closely with students and families to address and resolve issues relating to the family, careers, student behavior, absenteeism, and academic performance. The Program Assistant III will make presentations to students and families at community events and school classrooms. The Program Assistant will also work in the implementation of the Tobacco Use Prevention Education (TUPE) Program. The Program Assistant III will accumulate traditional knowledge about the use of tobacco by working with tribal elders and through other training They will create and implement learning activities and curriculum to teach students about appropriate versus inappropriate tobacco use and maintain records and documentation of student participation.

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Attends relevant community meetings (disciplinary, IEP, SARB, etc.), to ensure that center students and families are represented or have an advocate. Documents tutorial, cultural and personal development services to students and families. Assists with compiling data for required program reporting.

Seeks to expand services provided by the center including recruitment of new students. Assist with the provision of advocacy service between Native families, the schools and other community agencies. Assist with monitoring daily center activities. Understand and enforce safety rules and emergency procedures. Attend appropriate parent meetings, potlucks and fundraisers. Assist with the planning and development of cultural activities. Other duties as assigned.

**TRANSPORTER RESPONSIBILITIES:** Responsible for facilitating the efficient and timely movement of children from school to the DNIEC in a safe manner during the COVID-19 Pandemic. This includes recognition of who is to be transported on specified days and noting when a child does not show up at the pick-up point. The transporter is responsible for picking up passengers, assuring they wear their seatbelts and driving with care to the education center. Must have a valid California Drivers' License (no special license required) a clean driving record and valid insurance.

**MINIMUM REQUIREMENTS:** Valid California Drivers' License (DMV record required); insurable driver; Pass finger-print and background check; Negative T.B. test (proof submitted); AA degree and 6 months experience working with children or High School Diploma or equivalent and 2 years experience working in education or other youth service programs; One year of practical experience in a position that demonstrates the required knowledge, skills, and abilities with an understanding of education programs, child development and Native American education programs.

**DESIRED QUALITIES:** Bachelors' Degree preferred in Education, Social Service or related field. Work experience with health and cultural issues pertaining to use of both commercial and traditional tobacco or other health areas. Understanding of educational procedures, special education processes and other education program guidelines. Ability to communicate effectively both orally and in writing. Knowledge of the cultures and traditions of the Native American tribes of Northwest California. Computer literate including word-processing, spreadsheets and databases. Current first aid and CPR certification (with proof) or the ability to complete First Aid and CPR certification.

**LANGUAGE ABILITY:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

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**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software and basic internet usage. Ability to use a MAC computer is preferred but not required.

**CERTIFICATES AND LICENSES:** Valid California Driver' License, DMV record. Valid vehicle insurance, CPR/First Aid Certification.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGEMENT:**

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

***Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.***