



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 09/04/2014

Closing Date: 09/11/2014

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or G.E.D.
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Cultural Assistant

Department: Recreation

Work Schedule: Varies

Wage Rate: Pay Range 10: \$12.41/ Hr./ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Cultural Assistant

WORKSITE: Tule River Recreation Building
308 N. Reservation Rd.
Porterville, CA 93257

GENERAL DESCRIPTION

The Cultural Assistant assists in planning and the implementation of a variety of cultural indoor/outdoor program activities for youth and adults.

DUTIES & RESPONSIBILITIES:

1. Assists Cultural Coordinator with preparing, scheduling and following through with monthly calendar activities.
 2. Documents and maintains records of incident reports as needed for parents and directors.
 3. Light cleansing of cultural room, vans, and any other designated area use in the course of an activity or project.
 4. Monitors and helps participants during activities and encourages appropriate behavior from all who participate in activities or on outings.
 5. Participates in and supervises events and activities.
 6. Promotes and assists in marketing all activities/ events
 7. Responsible for receiving, storing, and issuing equipment and supplies as needed.
 8. Monitors activities of children during recreational trips or tours.
 9. Maintains work area to ensure that the areas of use are accident free.
 10. All other duties as assigned.
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QUALIFICATIONS:

11. Must possess a high school diploma or GED.
12. Must possess a valid Class B California Drivers License or be willing to obtain within (3) months of hire and be insurable through the Tribe.
13. Must successfully complete TB Skin test.
14. Must successfully complete a pre-employment drug/alcohol screen and background check.
15. Must be CPR and First Aid certified or obtain within at least (3) months of employment.
16. Must have a Mandated Reporter Training Certificate or obtain within (3) months of employment.
17. Must have a Food Handler Certificate or obtain certificate within (3) months of employment.
18. Must be willing to work with all age groups and ethnic groups.

19. Must have acceptable work history if previously employed with the Tule River Tribe and/or tribal entities.
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OTHER SKILLS & ABILITIES:

1. Must be patient.
 2. Must be culturally sensitive to the Tribe's Culture.
 3. Must speak and write clearly.
 4. Must have experience with craft, arts, and indoor/outdoor games.
 5. Basic reading and writing, and comprehensive skills.
 6. Some basic computer and clerical skills.
 7. Enjoy working with youth and adolescents.
 8. Interest in cultural, creative hands on activities.
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WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but may have to travel. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job requires the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Recreational Assistant Director

This position supervises: None

Salary: Pay Range 10: \$12.41/ HR
Paid Bi-Weekly/ Overtime Eligible

Hours: Varies/Full-Time 40 Hrs per Week

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT