



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*Open*

**Opening Date: 01/07/2019**

**Closing Date: Open Until Filled**

**Position Title:** Director

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**Department:** Future Generations

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**Work Schedule:** Monday- Friday 8:00AM- 5:00PM (Varies)

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**Wage Rate:** Pay Range 44: \$48,114.89-\$61,591.13/ YR/ Non-Overtime Eligible

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

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration 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.*

**Submit to:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

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 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Future Generations Director

**WORKSITE:** Tule River Gymnasium  
308 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Future Generations Director will organize and implement an on-going youth Drug and Alcohol Prevention Program that provides prevention activities to the youth and community. Maintain an inventory of all supplies. Order equipment and supplies as needed. Insure that all areas designated for program use are cleaned and maintained, including the conference room, offices, program vehicles, and storage unit. The Future Generations Director will recruit and coordinate appropriate trainers, co-trainers, facilitators, and presenters for all aspects of the program and also maintain a constant personal contact with participants in the program, as well as other duties deemed necessary.

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### DUTIES & RESPONSIBILITIES:

1. Design, organize and implement on-going educational classes including; Fetal Alcohol Syndrome, Parenting & Teen Parenting classes, Drug & Alcohol Prevention Cultural Groups, clubs, and UNITY Youth Council.
2. Organize program activities; Stay Clean Meetings, Substance Abuse Counseling, Treatment Referrals, Community Service, Native American Clubs, Women's Wellness classes, Women's Wellness Conference, Youth Leadership & Conference Travel, and Tule River Youth Prevention classes.
3. Implement monthly budget reports and program calendars, annual program proposal and budget development that deal with Future Generations activities.
4. Maintain all records, sign-in sheets, invoices, and receipts that deal with Future Generations program.
5. Recruit and ensure that all volunteers, trainers, co-trainers, facilitators, and presenters are background checked appropriately.
6. Must have compassion for the needs of our community.
7. Maintain strict confidentiality.
8. Supervise Activity Leaders and Youth Outreach Counselors.
9. Maintain a positive working relationship with all Departments and outside agencies.

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### KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to working with youth, teens, adults, and elders from a native community.
2. Knowledge of historical trauma related to our Native Culture.
3. Basic reading, writing, and comprehensive skills.

4. Computer literacy, proper record keeping, and report writing.
  5. Type correspondence as deemed necessary.
  6. Submit check requests and ensure that vendors are paid.
  7. Must be able to develop and maintain department budget.
  8. Must have the ability to develop measurable outcomes for each activity, and apply graphs and charts to all classes, groups, and clubs.
  9. Order, disperse, and maintain a record of department information dealing with program activities.
  10. Work with community from diverse population.
  11. Write and submit reports in a timely manner.
  12. Schedule trainings for program participants.
  13. Report incidents dealing with Future Generations program activities.
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#### QUALIFICATIONS:

1. Must have an A.A. Degree and/or at least three (3) years experience in a related field.
  2. Must have a valid CA Driver License and be insurable through the Tribe.
  3. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
  4. Must have Counselor Certification and/or two (2) years of experience in counseling.
  5. Must have two (2) years of experience working with grants and contracts.
  6. CPR and First Aid certified preferred or at least within (3) months of hire.
  7. Mandated Reporter Training Certificate preferred or obtain certificate within (3) months of hire.
  8. Food Handling Certificate preferred or obtain with (3) months of hire.
  9. Must have a current TB Skin Test.
  10. Must be able to travel to conferences or relevant staff trainings.
  11. Must have knowledge of how to seek appropriate volunteers, and the ability for implementation.
  12. Must have good public relation skills.
  13. Applicant must have one year sobriety, if sobriety is not an issue for the applicant, the applicant must be willing to remain alcohol and drug free at all times while in the employment of the program.
  14. Any relevant training and or experience in which will demonstrate the ability to perform the duties of this position.
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#### PHYSICAL REQUIREMENTS:

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. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position report to:** Tribal Administrator

**Salary:** Pay Range 44: \$48,114.89-\$61,591.13/ YR  
Non-Overtime Eligible/ Paid Bi-weekly

**Hours:** Monday- Friday 8:00AM- 5:00PM  
40 Hours per Week  
Flexible Schedule (Weekends & Holidays may vary)

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE