

BIG PINE PAIUTE TRIBE

POSITION: Associate Director/Family Advocate

SUPERVISED BY: Education Director

Position Summary: Under the direction of the IEC Director, this staff person will provide management and administrative support to the IEC Director in carrying out and overseeing the overall operations of the Indian Education Center on a daily basis; will work closely with the local school district, IEC Director, and Title VII Liaison in mentoring IEC participants (students with local families) with the objective of addressing and resolving issues relating to the family, student behavior, absenteeism, and academic performance; position prepares and makes recommendations to the Tribal Council, and to various commissions and committees as assigned by the Director; performs other related work as assigned; and, acts as the Director during his/her absence.

Responsibilities:

1. The position shall develop and assist with department budgets for various revenue funds and works with the fiscal office to keep track of monthly and annual expenses.
2. The position assists with administrative tasks of preparing required reports to funding agencies, managing budgets, staff supervision, purchasing, etc.,...
3. Provides one-on-one mentoring and case-management with students and parents with focus on addressing specific issues relating to student performance, behavior, and attendance.
4. Assist with provision of career, life skills, and wellness-building classes to group sessions comprised of students and families.
5. Actively work as an advocate for students and families by building and enhancing family formation through appropriate planned activities.
6. Maintain accurate student files commensurate with individual student learning plans and case assessment and the compilation of statistical data.
7. Acts as the lead role for the Scholarship program including processing of applications, payments, and mentoring of the award recipients.
8. Actively works and takes responsibility as Associate Director and Co-Director in all situations involving IEC operations and functions on a daily basis.
9. The position monitors policy matters, Federal legislation, rules and guidelines affecting the Educational issues of the Tribe:
10. And, the position performs other related duties as assigned.

Qualifications:

1. A minimum of an Associate's degree in the Human Services Field with experience in Counseling, Advocacy, and Case-Management.
2. Desire at least 3 years of administrative and management experience in working with federally administered Native American Programs.
3. Requires good verbal and written communication skills, computer literacy, knowledge of and experience in Indian education, policies, and practices, as well as the ability to deal tactfully and persuasively with individuals and groups whose approval and cooperation is needed for the discharge of his/her duties of the job.
4. Must commit to and maintain strict confidentiality; must have or be able to obtain within 60 days a Class B Driver's License; must be insurable; must be willing to become CPR and First-Aid

Certified; must be able to pass a background check; and, must be able to pass and be subject to a drug and alcohol test.

5. The Tribal Administrator may waive certain educational and/or experience requirements when in his/her judgement as applicant has qualifications or experience that offsets a deficiency in the other.

Indian Preference:

Native American Indian preference shall apply to this position pursuant to the Big Pine TERO Ordinance and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et. Cet.) 25 CFR 271.44 and other relevant laws.

Wage Rate:

Negotiable, Depending on Experience – Salary range from \$15/hr to \$17/hr.
Exempt Management position

Updated and approved 4/6/11.



Cheryl Levine, Education Director

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Associate Director/Family Advocate Applicant

Please submit the following with your application.

1. Cover letter
2. Resume
3. DMV Print out
4. Copy of Driver's License (Class B preferred; must be obtained within 60 days of hire)

Any applicable certificates such as:

- a. CPR / First Aid
 - b. Mandated Reporter
 - c. Food Handler
5. Copy of Tribal Enrollment if applicable.