

JOB DESCRIPTION

JOB TITLE:	Community Service Job
DEPARTMENT:	Eastern Shoshone Recovery
SUPERVISION:	Eastern Shoshone Recovery Youth Summer Support Guide
SALARY:	Depending on Experience
CAREER STATUS:	Seasonal

GENERAL STATEMENT:

Position is under-the direct supervision of the Eastern Shoshone Tribe's Recovery Program (Doya Natsu Healing Center). The Community Youth Summer Support Guide position is within work crew(s) and work projects related to Youth Summer Camp programming. The Summer Support Guide is responsible for directing and supervising youth during the activities on daily summer events. This includes working as a team member with other Summer Support personnel. Directing youth, monitoring behaviors for safety, and helping with direct service to youth. These Community services projects are varied in services: general Outdoor activities, cultural services, physical activities, and general community promotion services.

DUTIES AND RESPONSIBILITIES:

- Work within Maintenance, outdoor activities. Youth Supervision and Special Projects as directed by PFS/ NC Coordinators.
- Participants will have training in safety matters, procedures and equipment operations as needed. Address errors and complaints.
- Working knowledge of Federal and State. HIPAA and confidentiality regulations regarding client privacy rights and procedures for client protection.
- Maintains Professionalism with self, others, and other management of youth Participant information; and represents the DOYO NATSU in a professional and informed manner.
- Communicate with managers, supervisors, coworkers, citizens and others, maintains confidentiality.
- Attendance at staff meetings and required training conference.
- Provide for the continued strength and operation of program; present an accepting and comfortable atmosphere for all individuals seeking services, and extended community partners.
- Work on special projects decided by Job Foreman.
- Performs related duties as to specific assignments for successful delivery of services.
- Assist with maintenance, repairs, or set up of Teepee or other Cultural activities: sweats held at facility, set up with summer program events.
- Follow safety rules and Regulations: General Safety, OSHA, TERO.
- Keep reports and hours of service time.

- Use outdoor, sport or other tools for services with safety measures.
- Training in Recovery Oriented programming and or Wellbriety as Youth Summer Support Guide.

Performances standard and evaluation factors:

- Shoshone Tribes Employee Performance Evaluation after 90-day probation period
- Shoshone Tribes Employee Performance Evaluation on a yearly basis
- Shoshone Tribes Personnel Policies and Procedures Manual for Employees.

QUALIFICATIONS:

- Must be first aid and CPR Certified within the first 15 days of employment.
- Must be able to lift at least 40 pounds.
- Knowledge of the Wind River Community and Resources available.
- Good Public Image and Pleasant Attitude is able to relate to General Public in a courtesy manner.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date