



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	YES

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Youth Spirit project manager

DEPARTMENT: Swinomish Health Programs

POSITION SUMMARY: The Project Manager will be responsible for daily operations for the Youth Spirit Project (YSP). This includes reporting, developing and implementing the goals and objectives of the grant over a five-year period. In addition, the YSP Project Manager will supervise the YSP Assistant to provide culturally rooted youth activities for the After School Program.

This position is 40 hours/week for the five-year health and wellness program. The Youth Spirit Project Manager will work under the supervision of the Youth Spirit Project Director.

Supervised by: Behavioral health coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Attending trainings to ensure understanding of program goals and evaluation procedures.
- Publicizing, recruiting, and implementing Youth Spirit program curriculum and activities with Swinomish youth.
- Ensuring the accuracy and confidentiality of evaluation survey completion and timely reporting of results.

- Working under the guidance of the Youth Spirit Advisory Committee and Director, and in coordination with the La Conner Public School District and the Swinomish Indian Tribal Community departments.

MINIMUM QUALIFICATIONS:

- Master’s Degree in Education and/or Social Work.
- Degree from an accredited college or university and five years’ experience in education and teaching fields, with two of those years in a setting serving Native Americans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- An intimate and detailed knowledge of Native American and tribal customs and culture.
- Knowledge of intervention strategies.
- Knowledge of community resources, tribal resources, and Swinomish Health Programs.
- An interest in serving Native American people and families.
- Ability to communicate well, organize work and provide leadership and supervision to other members of the Swinomish Tribal Health Programs.

WORK ENVIRONMENT AND TIME COMMITMENT:

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

OTHER DUTIES: Because of the Tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs_manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

