

JOB DESCRIPTION

Job Number—021

JOB TITLE: Program Assistant II—DNIEC
JOB LOCATION: Crescent City, CA
SUPERVISOR: DNIEC Program Coordinator
SUPERVISES: None
FLSA Status: Non-Exempt
COMPENSATION: \$19–21, Depending on Experience

SUMMARY: Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

The Program Assistant II reports to the Del Norte Indian Education Program Coordinator and works in Crescent City, California. The Program Assistant II works directly with the Education Program Coordinator to coordinate learning activities, collecting and distributing information to administrative staff and providing support to the Del Norte Indian Education Coordinator.

RESPONSIBILITIES: The Program Assistant II will provide a variety of services including coordination of academic tutoring, supporting Program Assistant I with learning activities, creative arts instruction, cultural activities, and other services that provide opportunities for growth for American Indian students and families. Other responsibilities include maintaining tracking systems; researching, collecting and distributing information to administrative staff; and, providing support to the DNIEC Coordinator. The DNIEC Program Coordinator's Assistant II will establish and maintain a cooperative working relationship with NCIDC staff, parents and school district staff, administrators and faculty. Duties include:

1. Prepare tutorial schedule
2. Provide advocacy service between native families and school and other community agencies
3. Monitor daily center activities
4. Understand and enforce safety rules and emergency procedures
5. Monitor issues of neglect, abuse, health or emotional problems concerning children or families and report to DNIEC Program Coordinator
6. Attend appropriate parent meetings, potlucks and fundraisers
7. Record daily student attendance

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8. Provide transportation as needed
9. Substitute for tutors as necessary
10. Represent the program at various community committees and meetings
11. Assist with annual program planning and development
12. Plan and hold cultural activities
13. Perform other job-related duties that may be assigned to meet the needs of the program
14. Other duties as assigned

TRANSPORTER RESPONSIBILITIES: Responsible for facilitating the efficient and timely movement of children from school to the DNIEC. This includes recognition of who is to be transported on specified days and noting when a child does not show up at the pick-up point. The transporter is responsible for picking up passengers, assuring they wear their seatbelts and driving with care to the Education Center. Must have a California Driver's License (no special license required) a clean driving record and insurance.

MINIMUM REQUIREMENTS:

1. AA and 6 months experience working with children in a formal setting or High School Diploma or equivalent and 2 years' experience working in education or youth programs
2. California Driver's License (DMV record required); Insurable driver (proof required), fingerprinting under DOJ or equivalent guidelines, TB and Hepatitis B test
3. Must have certificate of completion for Child Abuse Mandated Reporter training, or be willing to complete training upon hire
4. Must have knowledge of computer operations and basic business machines
5. Work history substantiating dependability and reliability; ability to complete detailed work with accuracy; and, ability to discharge work functions with minimal supervision.
6. Must have excellent personal and professional communication skills.

DESIRABLE REQUIREMENTS:

1. Training in child abuse/neglect, disabilities awareness, nutritional issues, domestic violence and/or substance abuse, tutorial services or related fields
2. Classroom experience
3. Familiarity with the history cultures and traditions of the tribes of Northwest California
4. Familiarity with Macintosh computers
5. Familiarity with, and commitment to, the mission and vision of NCIDC

LANGUAGE ABILITY: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATH ABILITY: Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

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REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

EQUIPMENT/COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

CERTIFICATES & LICENSES: California Driver's License, DMV record. Valid vehicle insurance, CPR/First Aid Certification, Pass Teachers Aid exam or equivalent.

WORK ENVIRONMENT: The noise level is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT: I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name, Printed

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.