

## JOB DESCRIPTION

Job Number – 043

<b>JOB TITLE:</b>	Social Work Intern
<b>JOB LOCATION:</b>	Eureka, CA
<b>SUPERVISOR:</b>	<b>Da'luk Counseling Program Coordinator</b>
<b>SUPERVISES:</b>	N/A
<b>STATUS:</b>	Hourly, Temporary
<b>SCHEDULE:</b>	Monday – Friday 8 a.m. to 5 p.m. (flexible)
<b>COMPENSATION:</b>	<b>\$17-19/hr</b>

**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 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.

NCIDC's Da'luk program is sponsoring a 9-month internship for someone to advance their skills as a social worker and to promote substance abuse prevention and education for local tribal youth and young adults (12-26). Da'luk aims to raise youth understanding of substance use disorders, reduce community and individual stigma of use and treatment, increase recognition of the chronic nature of the disease of addiction, and build substance use disorder prevention education into community outreach and services. In addition, this program aims to invest in youth empowerment, leadership, and development by building the social and emotional competence that facilitates Native youths' resistance to drug use, and by developing their skills in enacting community change.

### RESPONSIBILITIES:

- Assist the Da'Luk program in educating youth about substance use disorders in Native youth
- Assist Da'Luk staff with event planning and organization
- Learn about the goals and activities of the Da'Luk program
- Coordinate with local Tribes, Native American elders, and community leaders to incorporate unique local cultural practices into program activities
- Support youth advocacy campaigns and public education efforts
- Promote youth involvement and activism within the Da'Luk program
- Clerical and administrative support to Da'Luk Program staff
- May also be asked to chaperone youth on outdoor activities or trips to leadership development opportunities, as allowable by COVID-19 regulations.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Willing to learn about unique issues facing Indigenous people and Native Americans in Northern California on substance abuse disorders, and current Indigenous movements
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information
- Ability to communicate clearly

**DESIRED QUALITIES:**

- At least an Associate's Degree in Social Work, Psychology, Child Development, or a related field
- Interest in social work, community services, mental health, and youth prevention
- Familiarity with traditional and cultural protocols of tribes in Northern California, or willingness to learn
- Strong interest in activism and organizing
- Familiarity with Mac and Windows PC technology, or willingness to learn

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to 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 percentages.

**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 both a Macintosh computer and a Window-based computer is preferred but not required. Ability to set-up and use Zoom app to schedule distance meetings.

**CERTIFICATES AND LICENSES:** Valid California Driver's License. Valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain), Mandated Reporter certification (or willingness to obtain). Ability to pass a fingerprint and background check.

**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 and fingers, handle or feel. Be able to reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:**

Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their 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. Applicant should understand that employment is at-will and thereby understand that the employer or the applicant may terminate the employment relationship at any time, with or without cause.

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