

JOB DESCRIPTION

JOB TITLE:	Da'luk Intern
JOB LOCATION:	Eureka, CA
SUPERVISOR:	Vincent Feliz, Da'luk Program Coordinator
SUPERVISES:	No supervisory duties
STATUS:	Hourly, Temporary, part-time or full-time option
SCHEDULE:	Monday–Friday 8 a.m. to 5 p.m. (20–40 hours per week).
COMPENSATION:	\$15/hr.

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. NCICD 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.

NCICD's Da'luk program is sponsoring an eight-week summer internship for a current college/university student to promote substance abuse prevention and education for local tribal youth (12–18). Da'luk Youth Program 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 educate 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
- Supporting 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.
- May require some Saturday work days
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least eighteen at time of application or graduated/graduating high school
- Willing to learn about unique issues facing Indigenous people and Native Americans in Northern California on substance abuse disorders, familiarity with current Indigenous movements, and passionate desire to advocate for the rights of indigenous peoples and affect make change in this region
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information
- Ability work five days per week for eight weeks (20-40 hrs. per wk.)
- Ability to communicate clearly

DESIRED QUALITIES:

- Experience in volunteer work
- Interest in social work, community services, mental health, and youth prevention
- History of living in or working with Indigenous communities, preferably in Northern California
- 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 willing to learn
- Social Media familiarity/ competency (Twitter, Instagram, Facebook)

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 and figure amounts such as discounts and 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, clean DMV record for the last four years. valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain), Mandated Reporter certification, ability to pass a fingerprint and background check, and obtain a Negative TB test result.

NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.
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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 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT:

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.