

HOULTON BAND OF MALISEET INDIANS

Job Description

Revised by Council: 03/30/2021

YOUTH WORKER

STATUS: Part Time- 24 hours/week

SALARY: \$12.98-\$15.38

SUPERVISED BY: Health Director

ROLE: The Youth Worker serves as a positive role model for Native youth and provides leadership, guidance, educational services, cultural and recreational activities to the children of the Maliseet Community. The person in this role is responsible for the safety and well-being of all children attending the Maliseet Youth Program.

POSITION RESPONSIBILITIES:

1. Conduct outreach to recruit youth for the Maliseet Youth Program
2. Verify program eligibility, obtain registration forms, consent forms, and photo release forms for all youth who are eligible to attend Maliseet Youth Program
3. Responsible for the safety of youth program participants
4. Impose adherence to all Youth Program Policies and Procedures
5. Develop monthly calendars that deliver daily cultural and educational activities that help children to establish and achieve healthy goals.
6. Deliver a program that builds pride and fosters children's interest in their cultural heritage.
7. Maintain a clean, safe environment in an effort to demonstrate basic life skills to participating youth
8. Complete daily maintenance checks on youth vehicles and building. Report any maintenance and repair issues with the building or vehicles to immediate supervisor
9. Build partnerships and provide activities in conjunction with other programs such as the Maliseet Boys and Girls Club, Wabanaki Public Health, Maliseet Education Department, Elder Program, etc.
10. Plan and supervise youth fundraising events to support program expenses.
11. Shop once a week for food and supplies to run the program.
12. Provide Transportation for the Tribal Youth to and from activities and trips.
13. Develop monthly menus that provide nutritional snacks and meals for children attending the program.
14. Provide daily Health Education and Substance Abuse prevention awareness to the Maliseet Youth.
15. Track program data with daily sign in sheets and document activities and education in the RPMS computer system on a daily basis.
16. Accompany and supervise children on planned outings and field trips

17. Attend all mandatory trainings per HBMI employee policies.
18. Must be able to work a flexible schedule and willingness to change schedule during school breaks.
19. Must comply with mandated reporting requirements of the State of Maine
20. Other job related responsibilities as assigned by the Health Director.
21. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
22. Responsible for keeping First Aid & CPR certification current.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Must be at least 18 years of age.
- Ability and willingness to comply with all applicable State and Federal laws and regulations.
- Ability to provide safe and compassionate services.
- Must possess a clean, valid driver’s license at all times.
- Must possess the ability to be insured by HBMI’s vehicle insurance carrier.
- Must possess the ability to work with limited supervision.
- Must possess the ability to interact with clients and community.
- Consent and ability to successfully pass a State and Federal criminal background check.
- Consent and ability to successfully pass a Department of Human Services background check.
- Consent to a Department of Motor Vehicle background check
- Consent and ability to successfully pass a urine drug screen
- First Aid and CPR Certified or must obtain within the probationary period.
- Non-smoker preferred – No smoking allowed when the youth are in your care.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	F	Sitting	O	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	F	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	F	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	