

HOULTON BAND OF MALISEET INDIANS

Job Description

Cultural Engagement Mentor

STATUS: Full Time – 40 hours/week

Salary: \$15.38-\$17.79 Per Hour Dependent on Grant Funding

SUPERVISED BY: Boys & Girls Club Unit Director

ROLE: - Cultural Engagement Mentor will raise awareness level of knowledge of traditional Maliseet culture for our youth, families and community. Cultural awareness of Tribal people, programs, functions and activities is an important part of building strength and resiliency within a Tribal community. The position will engage Education and Boys and Girls Club programs to include culture, basic language skills, music, spiritual beliefs and practices in all youth, family and community programming.

POSITION RESPONSIBILITIES:

1. Engage programs with teaching cultural activities and basic languages.
2. Regularly provides program updates and information regarding culturally-relevant programs, functions, services and activities through many forms of media such as the newsletter and Facebook in an effort to maximize tribal community education and awareness.
3. Plan, coordinate, implement, and evaluate culturally-relevant Tribal community education activities.
4. Impose adherence to all Boys & Girls Club Program Policies and Procedures
5. Assist in development of 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. Provide Transportation for the Tribal Youth to and from activities and trips if needed.
9. Attend all mandatory trainings per HBMI employee policies.
10. Must be able to work a flexible schedule and willingness to change schedule during school breaks.

11. Must comply with mandated reporting requirements of the State of Maine
12. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
13. Responsible for keeping First Aid & CPR certification current.

14. Engage youth with food sovereignty efforts.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- High School Diploma or GED.
- Some college preferred
- Ability to demonstrate an understanding of the Maliseet culture.
- Extensive knowledge of the Maliseet language, culture and community background
- Ability to engage with people of all ages in a variety of settings with teaching culture and basic language skills.
- Strong organizational skills.
- 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	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our website: maliseets.net. An application is available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office. For information or a job description please either call the Administration Office at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by the tribe.**

Applications will be accepted until April 19, 2022

Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.