



Job Announcement

Job Title: Rural Youth Services (RYS) Supervisor
Department: Social Services
Reports To: Tribal Administrator or designee
Supervises: RYS Interns
Pay Grade: Up to \$23.00 per hour, DOE
Job Type: Full-Time, Temporary for up to 8 weeks

General Functions:

The community appointed Rural Youth Services (RYS) Supervisor will supervise local RYS Interns. This position will support the NVE's RYS program by developing and overseeing community activities that provide youth with positive personal, educational, and employment experiences to promote self-esteem and self-sufficiency. This position will also be supervised by the appointed community representative.

Duties and Responsibilities, including but not limited to:

- Receives advice and guidance about RYS program by working with Social Services Supervisor and/or Tribal Administrator or designee.
- Assist with final narrative report including photos and captions.
- Create a detailed, time bound Individual Service Plans by assessing youth needs as determined on the application for services and informed by ongoing communication with youth.
- Email documents to the Social Services Supervisor & Tribal Administrator.
- Ensure youth's goals are met by offering activities that have been identified by the youth.
- Supervises eligible local youth in the RYS Program by adhering to NVE policies and procedures.
- Communicates daily with local youth at appointed worksite and collect timesheets.
- Willingness to work effectively in a team environment.
- Maintain confidentiality according to regulations, policies, and procedures.
- Perform all other related duties as needed and assigned.

Job Specifications:

- Excellent organizational skills, attention to detail, and time management skills.
- Demonstrated ability to motivate and energize staff and identify team strengths and skills to enhance team dynamics.
- Excellent verbal and written communication skills.
- Ability to effectively work indoors or outdoors in various temperatures and conditions.
- Ability to coordinate and plan community youth services activities.
- Ability to provide meaningful work experiences and basic skills development activities to youth.
- Ability to case manage youth's education, employment and training activities.
- Serves as an advocate to provide wrap-around services to local youth.
- Ability to work independently with minimal supervision and also work well with a team.
- Ability to coordinate multiple activities.
- Excellent attention to accuracy, details, and fact reporting.

- Demonstrated knowledge and understanding of the social, educational, training and cultural needs of the Alaska Native/American Indian community.
- Ability to comprehend, interpret, and apply program policies, procedures, guidelines and instructions through formal and on-the-job training.
- Demonstrated ability to maintain composure and use diplomacy and tact when dealing with program participants.

Minimum Core Competencies: *NVE Values, Respectful Leadership, Professionalism, Emotional Intelligence, Problem Solving/Critical Thinking, Communication Skills*

Minimum Qualifications:

- High School Diploma/GED or Work Experience
- Ability to lift up to 50 pounds.
- Valid Alaska Driver’s License and be insurable under NVE’s automotive insurance, which requires a driver to be at least 21 years of age and have held a driver’s license for a minimum of three years.
- Continued employment is contingent upon a receipt of a satisfactory state and federal background check.

Preferred Qualifications:

- Minimum two year’s work experience in a supervisory capacity.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- *May require prolonged periods of sitting at a desk and consistently working on a computer with repetitive motion.*
- *The need to occasionally move around the office to access filing cabinets, storage cabinets, and office equipment may be necessary.*
- *Must be able to lift up to 50 pounds occasionally by utilizing proper lifting techniques and working in a safe manner.*

HOW TO APPLY:

Please send resume, cover letter, and contact information of three references to rharrison@eklutna.org or mail/in person to: Attn: NVE Tribal Administrator (RYS Program), 26339 Eklutna Village Road, Chugiak, AK 99567

Employee Name (Printed)

Employee Signature

Date

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.