



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Family Advocate/Project Assistant
Department: Education
Supervised by: Education Center Director
Pay Range: T-6 \$16.48-\$23.07Hr. (\$34,278.40 - \$47,985.60 Annually) DOQ
FLSA Status: Non-Exempt/Hourly (full time)

Position Summary: Under the direction of the Education Director, this position will provide parent and student advocacy and will provide project/activity support, management and administrative support to the Education Director in carrying out and overseeing the overall operations of the Bishop Indian Education Center (BIEC) on a daily basis, will work closely with the local school district, Education Director, and Title VII Liaisons in mentoring BIEC participants with the objective of addressing and resolving issues relating to family, student behavior, absenteeism, and academic performance; position prepares and makes recommendations to the Tribal Council, and to various committees as assigned by the Director; performs other related work as assigned and acts as the Director during his/her absence.

Essential Duties:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner.
- Provide resources and referrals to families as requested to support their efforts and family partnership plans.
- Provides support and coordination for parent orientations.
- Provides support and resources to families with IEP and 504.
- Attend meetings with other agencies as needed to represent Bishop Indian Education Center as an advocate and spokesperson for Native American students and their families.
- Provide academic counseling to students and academic assistance to students.
- Evaluate, design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria.
- Provide information, referral and coordinating efforts to link staff and families with appropriate resources.
- Obtain confidential and pertinent information from families for data entry into applicant record.
- Provide frequent in person, phone and written contact with staff and families, often involving sensitive and/or confidential information making referrals and academic counseling to families.
- Form and maintain working relationships with outside agencies to facilitate both recruitment and services to enrolled families and families on the waiting list.
- Coordinate family education efforts for local and state wide programs.
- Assists families with emergency assistance or crisis intervention.
- Provide staff training in areas of parent education and family engagement and community resources.
- Monitor to ensure compliance related to funded enrollment, student tracking, and attendance. Submit monthly reports, case assessment and the compilation of statistical data.
- Ensure the Enrollment, Recruitment, Selection, Eligibility, Attendance records and Data are kept in a confidential manner for all Educational Programs.
- Assist with grant proposals to Federal, State, and other entities for funding for the Tribe's Education programs.
- Assist with the development and maintaining written policies and procedures that are in compliance with Bishop Indian Education Center goals and objectives.
- Attend meetings with other agencies as needed to represent Bishop Indian Education Center as an advocate and spokesperson for Native American students and their families.

- Attend trainings, workshops and assists with program wide events and site based family activity nights as requested by supervisor.
- Monitors child abuse and neglect situations in compliance with mandate reports.
- Actively works and takes responsibility in the absence of the Education Director in all situations involving BIEC operations and functions on a daily basis.
- Performs other duties as assigned.

Supervisory Responsibilities: In the absence of the Bishop Indian Education Center Director; shall supervise the Bishop Indian Education Center Staff, and Volunteers.

Experience and Education:

- A minimum of an Associate's degree or higher in Human Services Field with one or more years' experience in Counseling, Advocacy, Case Management and/or eligibility experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform duties of the position.
- Requires good verbal and written communication skills, computer literacy, knowledge of and experience in data collection and information processes and system along with knowledge of policy and procedure compliance. Typically gained by one to two years related experience in a lead position.
- Desire at least one (1) years of administrative and management experience in working with federally administered Native American programs.
- Shall possess and maintain a valid California Class C Driver's License and be insurable under the Tribe's Insurance Carrier.

Other Requirements:

- Excellent written and verbal communications skills.
- Intermediate to advanced computer skills, internet and email.
- Strong team leadership skills
- Sustained concentration and attention to detail and accuracy.
- Ability to work independently as well as in a team environment.
- Experience balancing supervisory requirements with budget constraints and growing community needs.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Ability to meet the needs of all families specifically those with special needs and with culturally diverse populations.
- Must have background clearance and pass a pre-employment drug screen.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess or obtain CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Physical Demands:

- Frequent driving to sites, training and home visits sometimes in outlying areas.
- Regular sitting, working at computer and desk.
- Occasional bending, stooping and lifting up to 50 lbs.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.