



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB ANNOUNCEMENT

SWINOMISH PREVENTION ASSISTANT

SALARY: D.O.E.

CLOSES: UNTIL FILLED

GENERAL FUNCTION

The role of the Prevention assistant is to plan and provide youth and community activities that promote an alcohol free, tobacco free, and other drugs free (ATOD) lifestyle. This position requires flexible work hours, primarily After School, evening and weekends. This position reports to the prevention/recreation Coordinator.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if work is similar, related or logical assignment to the position.

- Advise youth on healthy lifestyle choices and make referrals to other appropriate providers and counselors as necessary.
- Model for youth, general good behavior and respect for leadership and their own race and culture
- Work under supervision and take instructions if such instructions are accord with general policies of the Swinomish Tribal Community
- Be willing to accept training as appropriate and as assigned by supervisor

- Encourage youth in the development of a positive attitude towards education and family.
- Complete and file all reports in a timely manner as required by supervisor and/or the funding agencies.
- Supervise temporary or project employees as provided for the youth prevention program.

OTHER DUTIES

Because of the Tribe's commitment to community service and well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS REQUIRED

- Must have and maintain a valid Washington State Driver License.
- Ability to communicate effectively both orally and in writing.
- Must be able to pass a background check.
- Must be Alcohol, Tobacco and Drug free at least 1 year prior to employment.
- High School Diploma, GED or equivalent required
- Must be willing and able to pass a Drug/Alcohol test.

EMPLOYMENT CONDITIONS

The Swinomish Tribal Community Policy and Procedures apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an Swinomish Tribal Community Application by calling (360) 466-1216 or e-mail
- Complete the Swinomish Tribal Community application form; **do not write, "See resume"** on the application.
- Return the completed application to Wayne Bill, Personnel Director, by 5:00pm on February 29, 2008.

Swinomish Tribal Community
Personnel Office
P.O.Box 817 – 11404 Moorage Way
LaConner, WA. 98257
Fax; 360-466-1348

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.