



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Youth Apprentice

Department: Community Wellness

Program/s: I-LEAD/TBD

Reports To: Program Coordinator, I-LEAD

Secondary Supervisor: TBD

Employment Category: Part Time, Temporary

FLSA Status: Exempt or Non-Exempt

Position Summary: The Youth Apprenticeship Program is a core part of the Indigenous Youth Initiative for Leadership, Empowerment and Development (I-LEAD) project. I-LEAD promotes economic and social self-sufficiency by strengthening leadership opportunities for Native American youth 14-24 years old. The Youth Apprentice will receive:

- 1) On-the-job experience in a non-profit setting tailored to their individual needs
- 2) Training, professional development and culturally based opportunities to improve their skills.

Each Youth Apprentice works directly with the I-LEAD apprentice leadership team as well as their matched program. Areas of interest can include, but are not limited to, finance, billing, information technology, business, administration, facilities maintenance, food sovereignty, youth development, maternal child health, substance abuse prevention, suicide prevention, communications, graphic design, cultural services, nutrition, physical fitness, community organizing, human resources, and policy development. They will work directly with staff to assist with activities such as outreach/awareness, community events, partnership building, trainings, data entry and other tasks depending on the program placement.

Essential Duties and Responsibilities:

- Works with Employment and College Outreach Specialist and Supervisors to develop an individualized professional development plan within two weeks of start date.
- Follows professional development plan through weekly check-ins with Employment and College Outreach Specialist or Supervisor. Supervisor may designate alternate person for check-ins.
- Attend all required team building, training and professional development opportunities.
- Complete assigned tasks. Communicate challenges and progress with your supervisor. Some possible tasks include assistance with:
 - Planning and preparation for trainings, outreach activities, programs and events.
 - Social media efforts.
 - Administrative tasks and policy writing.
 - Data collection, data entry and filing. Maintains confidential records.
 - Health and wellness education.
 - Preparation of progress reports.
- Participates actively as member of inter-departmental team. Collaborates with team to build a support system that integrates Traditional Healing and culture.

Education/Experience: High School Diploma/GED is preferred but not required. Work permit required for minors.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle. Must pass a drug screening.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 2/28/19