

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Youth Program Assistant

Program: Youth Program

Department: Community Wellness

Reports To: Program Manager

Employment Category: Full Time, Regular

FLSA Status: Exempt or Non-Exempt

Position Summary: The Youth Program Assistant will directly assist in the responsibility of creating, implementing, and evaluating youth programs Urban Native Experience curriculum. This includes but is not limited to: developing interactive coursework, activities and detailed resources that reduce risk factors for American Indian/Alaska Native (AI/AN) youth centered on substance use, diabetes, and suicide. The Program Assistant will help develop and implement tools that will positively engage families, strengthen parent to youth communication skills, promote cultural awareness, and bring awareness to mental health and healthy living. The Program Assistant will work directly with the youth program staff to provide additional support and program assistance. Youth Program primarily serves American Indian/Alaska Native (AI/AN) youth and young adults ages 5-24 in Southeastern Michigan. The program supports positive youth development, family engagement, and increasing access to culturally appropriate prevention activities

Essential Duties and Responsibilities:

- Assist in developing, implementing, and evaluating youth programs Urban Native curriculum.
- Help coordinate curriculum planning, implementation, lesson plans, evaluation, data collection, reporting and deadlines to meet grant-specific requirements.
- Assist in developing lesson plans that promote resiliency and protective factors to prevent substance abuse, suicide, violence, bullying, while incorporating culturally based activities.
- Help coordinate community-based strategies to streamline curriculum with community and other youth organizations.
- Assist in developing teacher training program to ensure effective implementation of the curriculum model
- Assist with planning and coordinating the Dream Initiative program ages (5-17) and I-LEAD program (ages 18-24), parent engagement activities, community and cultural events. This includes, but is not limited to recruitment, reminder phone calls, food preparation, setting up and cleaning up.
- Assist in the development of a wellness curriculum focused on nutrition, physical activity, home economics, and food sovereignty.
- Assist with requests and referrals for cultural/traditional services, and coordinates cultural/traditional activities as assigned.
- Distributes and educates the target community on health materials; promotes agency events and programming
- Refers patients with social and emotional concerns/needs to other appropriate department or community agencies for assistance.
- Assist in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Submits monthly board reports.
- Attend agency, departmental and local meetings, as required or requested.
- Increase the participation of youth and families within the agency.

Other Duties and Responsibilities:

- Ability to apply critical thinking about program standards and compliance requirements while utilizing cultural awareness and humility specific to a participants age, culture, and economic status.
- Participates actively as member of inter-departmental team to coordinate /services.
- Performs miscellaneous errands and services.
- Performs other tasks as directed by supervisor or administration.
- Assists with youth programming transportation.

Education/Experience: Bachelor’s Degree from an accredited college or university is required with a concentration in education, curriculum development, early childhood education, elementary/secondary education, social work, youth development or a related field. Minimum of one-year experience in planning and implementing curriculum materials, curriculum evaluation, and teaching required. Minimum of one-year experience in project coordination including process development and execution required. Experience implementing culturally based, informed or adapted programming preferred. Demonstrated experience in reporting and data entry preferred. Proficiency in use of technology including but not limited to social media and other web-based platforms. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Must complete a MCBAP Certification Prevention Specialist/Consultant Development plan and become certified within sixteen months of hire.
- Valid MI Chauffeur’s license; other credential or licenses must be kept current and consistent with applicable regulations.
- 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.
- 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 25 pounds and frequently lift and/or move up to 50 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: 03/7/2023