



# BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

**POSITION: Community House Youth Coordinator**  
**DEPARTMENT: Housing Management/Tenant Services**  
**HOURLY RATE: \$ 14.00-\$15.00per hour DOQ, 40 hours per week. Non-Exempt**  
**SUPERVISOR: Executive Director**  
**DUTY STATION: Birch Hill Community House**  
**PROBATION PERIOD: 90 days**  
**Public:**  
**Open: Tuesday March 12, 2019**  
**Closes: Open Until Filled**

**SUMMARY:** Responsible for providing primary leadership, program development, and daily organization and operations of the Community House. Responsibilities include the supervision, monitoring and evaluating of a variety of youth programming activities for youth/children (ages 6-18) living in the Birch Hill Housing Community. The goal of the Birch Hill Community House is to support the development of well-rounded, healthy, balanced youth/children and educate for prevention of youth involvement in drugs, alcohol, gangs and other related topics. Youth Coordinator will oversee all aspects of the program including food preparation, transportation of participants, and coordination with the local school district and other youth programs, working with volunteers and promoting a safe, clean, child and family friendly environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:**

- Supervision and oversight of Community House Aide (P/T staff), youth/children with on and off-site activities that build self-confidence, self-worth, self-respect; respect for culture, community, and neighborhood.
- Provide a clean café and nurturing environment from which to offer assigned programming activities. Maintains a positive relationship with supervisor, co-workers, staff, youth, parents and community members.
- Provide in occasional snack and food preparation, as needed.
- Transport participants in conjunction with activities – both in and around the community, and to off-site events. Chaperone field trips as needed.
- Work with and alongside volunteers in the facility.
- Open and close facility, as needed and scheduled.
- Provide educational and tutorial materials.
- Ensure maintaining facility and grounds in a safe, clean, orderly, smoke, drug/alcohol and bully free condition.
- Review documented, reports regarding behavior issues as reported by the Community House Aide.
- Attend training/meetings as necessary to develop job skills to support work functions.
- Preparation and delivery of a monthly report and calendar of activities to the Executive Director.
- Accountable for financial reporting and maintain an operating cost within the monthly/annual capital budget as identified by the Executive Director.
- Perform related duties as directed.

**OTHER/MISCELLANEOUS**

- **Must be willing and available to work flexible hours, including evenings and occasional weekends.**
- **Attend Housing Authority staff meetings as requested or needed.**

**KNOWLEDGE, SKILLS & ABILITY REQUIREMENT:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 years of age and a Bad River tribal member

- Must possess a HS Diploma or equivalent and some post-secondary education in child development, youth programming, education or related field.
- Can relate to children, youth, and families. Be, and set a good example. Have an understanding of the needs of the Tribal families, children and youth.
- Training and/or experience in recognizing child abuse.
- Is certified in or receives certification training in Cardiopulmonary Resuscitation (CPR) and Basic First Aid.
- Ability to teach and organize a variety of activities.
- Must be computer literate with basic computer skills using Word, Excel and other basic computer programs.
- Must have an aptitude for operating effectively under pressure. Ability to manage several projects simultaneously/multi-task.
- Ability to work well in a team/partner environment and in conjunction with other Tribal programs. Actively participate in group problem solving situations. Balance team and individual responsibilities. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.
- Ability to follow written & oral instructions; possess effective communication skills. Ability to define and iterate issues at hand. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to maintain a good working relationship with tenants, the public, and other employees.
- Ability to maintain strict confidentiality.
- Be reliable and work effectively with minimum supervision.
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and successfully complete training programs.
- Requires the ability to exercise the judgment, decisiveness, and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

**PREFERRED QUALIFICATIONS:**

- Associates degree related to youth programming or 5 years previous work history, working with youth and/or community.
- Have previous training and/or experience in recognizing abuse; or other youth-related issues.
- Resident of Birch Hill Housing Community
- First Aid and CPR certifications

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee requirements may include, sitting, standing, walking, lifting, carrying, reaching, pushing, and pulling, work with variety of commercial and industrial cleaning agents.

**HIRING PREFERENCE:**

- **INDIAN PREFERENCE:** Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Police Statement, preference will be given in the following order of priority:
  - Qualified Tribal Member

**Other Requirements:**

- Required to comply with State of Wisconsin Stat. § 118.15
- Subject to successfully passing a caregiver background check
- Categorized as a primary driver, so Incumbent must possess and maintain a valid Wisconsin Driver's License to maintain employment. Must meet eligibility for Bad River Housing Authority Automobile Insurance. - OR- must have reliable transportation to and from work.
- Must pass pre-employment drug test (at own cost); and pass random drug tests to maintain continued employment.

**REQUIRED DOCUMENTS TO APPLY:**

- Completed job application with a resume attached. List 3 employment references on application with contact information including email addresses.
- Copy of educational transcripts, degree and/or certificates, licenses substantiating educational background, professional training, endorsements.

- Completed, signed release of information forms:
  - BRHA form
  - BRT form
  - Drug Testing form
- Completed Bad River Tribe release of information to conduct a background check.
- Completed WI-DHS Form F-82064 – Background Information Disclosure.
- Copy of tribal identification card; or if spouse is a tribal member, a copy of his/her tribal identification card.
- Copy of Wisconsin Driver's License.

Submit Applications and Resumes to the Bad River Human Resources Office

***Bad River Housing Authority is a drug-free workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribal Policies***