

Employment Announcement PRNL-16-156

Opening Date: July 13, 2016
Closing Date: Open Until Filled

Position: Youth Service Worker
Immediate Supervisor: Youth Service Worker Supervisor
Condition of Employment: Regular Full-Time
Salary Grade: Grade 5 Step 2 (\$10.89 per hour)

ORGANIZATIONAL LOCATION & DUTY STATION: Ho-Chunk Neenk-Chunk Ho Ci, Inc., Facility, (Juvenile Detention Center), located in Winnebago, Nebraska 68071

HOW TO APPLY: Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska. **ATTENTION:** Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071. For further information on this vacancy, call Personnel Officer at 402-878-3128. Applicants must submit a letter of application for the SPECIFIC position applied for, with a complete resume including cover letter and two (2) reference letters or a letter of application with a completed application form and two (2) letters of reference. If claiming Indian preference, verification of Indian quantum and or veteran status must be confirmed. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Applications and required documents must be received by the Personnel Office **NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.**

NATURE OF WORK:

Receives the juveniles the facility and helps prepare admission and other records; advises parents or guardian, caseworker, intake worker, community social worker, attorney, and relevant agencies as the procedures and processes of the facility; provides a safe and secure environment for juveniles assigned or ordered to the facility; assists juveniles with their behavioral, emotional, medical and programming needs, helps coordinate activities at the different levels within the facility. Incumbent must be knowledgeable of the various segments of the Tribal Court and other resources that make up the tribal court system. Some degree of hazard is present when working with juveniles with emotional/psychological problems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Demonstrate familiarity with the security measures as they apply to the facility.
2. Familiar with and implementing the policies and procedures of the facility as set forth by the facility handbook, policy manual, and any other directives as promulgated by the unit Director.
3. Responsible for orientating juveniles, parents, and guardians, attorneys, social workers, significant others and concerned agencies as to the policies and functions of the facility.
4. May assume supervisory shift responsibility when appropriate.
5. Assist with and participates In-service and Continuing Education training.
6. Make behavioral observations and records them in the daily logs and behavioral assessments.

7. Assist with training and orientation of new workers.
8. Implements behavior management techniques including discipline and regards as appropriate.
9. Implements a daily living program and supervises juveniles there in through out the day or shift in all areas of group living.
10. Be aware of the juvenile's medical and special needs and coordinates assistance in those areas.
11. Assists when ordering meals, meal preparation, and serving meals as well as snacks when appropriate.
12. Will also assist and supervise daily clean up and maintenance of the facility.

REQUIREMENTS OF WORK:

1. Graduation from an accredited High School or GED with two (2) years of college or a minimum of one (1) years demonstrated experience in working with juveniles in a facility, or a combination of the above with a substitution on a year-to-year basis.
2. Must be physically fit and capable of performing the strenuous duties associated with a youth service worker and be free from any communicable diseases.
3. Preference in hiring will be given to those that are willing to advance their formal knowledge in the area of criminal justice or youth services,
4. Must be 21 years of age and provide proof of age.
5. Must have a valid driver's license and must meet driver's eligibility guidelines.

All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31 C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PI 101-637 regarding criminal record check.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

JOB CLEARANCE SIGNATURE

DATE