



Job Announcement

The Round Valley Indian Housing Authority in Covelo, CA is accepting applications for: **BUILDING HORIZONS PROGRAM MANAGER**

The Manager must provide overall management of the BH Program, facilities and property; works with other collaborative members and organizations in the community; responsible for providing recreational, educational, and cultural activities for the youth of the RVIHA Piner and Tribal Winds Subdivisions; supervises BH Facilitators; oversees screening, recruitment, and monitoring of all volunteers; prepares all written reports for the BH Program; develops and implements annual and weekly calendars of events; monitors BH program budget; takes a lead role in coordinating, developing, and presenting cultural activities, programs, arts and crafts; creates, organizes and conducts sports and recreational activities for the youth; creates appropriate mentoring opportunities for the youth, have good oral and written communication skills; be able to work some evenings and weekends.

Applicant must be willing to submit and be able to pass a pre-employment drug screening and possess a valid California Drivers License.

DEADLINE TO APPLY: OPENED UNTIL FILLED

Salaried Position. D.O.E

Contact Karen Gonzales at (707) 983-6188 ext. 25

For more information or for an application, or copy of job description

You may pick up an application or a detailed job description at the Round Valley Indian Housing Authority 115-B Concow Blvd. Covelo, Ca. 95428

Applicant must submit a complete application including a letter of interest, a resume, and a copy of a valid California Drivers License to the;

Round Valley Indian Housing Authority

PO Box 682 Covelo, CA. 95428.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Sec. 472 and 473). Other than the above the Round Valley Indian Housing Authority is an equal opportunity employer.

Round Valley Indian Housing Authority

JOB DESCRIPTION

POSITION: BUILDING HORIZONS PROGRAM MANAGER
SALARY RANGE: \$2,080 to \$2,400/month D.O.E. (Salaried Position)
SUPERVISOR: Executive Director
% OF TIME: Full Time

GENERAL STATEMENT OF RESPONSIBILITIES:

Position is a member of the staff of the Round Valley Indian Housing Authority. The Manager is responsible for administering the Housing and Urban Development's Office of Native American Programs (ONAP), Crime Prevention, Neighborhood Watch and youth activities. This program also has significant responsibilities for providing recreational, educational and cultural activities for the youth of the RVIHA Piner and Tribal Winds Subdivisions.

RELATIONSHIPS:

Reports to the Executive Director.

Maintains relationships with community youths, parents, volunteers and professional(s) servicing the Authority.

Maintains relationships with school district personnel as necessary and other outside agencies/organizations involved with youths.

Works with the Council of Elders and Advisors. This council serves as a source of community input in Building Horizons facility usage, programs and activities.

Maintains relationships with the Round Valley Indian Tribal Police Department and the Mendocino County Sheriffs Department.

RESPONSIBILITIES:

The activities listed below are not all inclusive; however they are indicative of the types of activities normally performed by the Program Manager.

Provides overall management of the Building Horizons Program. Develops and implements programs and strategies to accomplish goals.

Provides management and oversight of the Building Horizons facilities and property.

Assists Manager of Finance in reporting, compliance and communication for the California Wellness Association Grant and any other outstanding grants and requirements.

Establishes effective partnerships, organizational procedures, communication strategies and working relationships with tribal organizations, other organizations and individuals involved in providing services

to tribal youth. Organizes and facilitates collaborative meetings monthly or as needed.

Establishes a Council of Elders and Advisors. Holds regular planning meetings with the Council of Elders and Advisors.

Develops an annual calendar of events and activities for the Building Horizons Program.

Supervises and evaluates Building Horizon Facilitators. Creates weekly work schedule.

Takes a lead role in coordinating, developing and presenting cultural activities, programs and arts and crafts activities.

Provides youth educational opportunities, such as a supervised computer lab, tutoring and related activities. Coordinate these activities with other providers.

Creates appropriate mentoring opportunities.

Creates, organizes and conducts sports and recreational activities for youth.

Provides supervision and structured activities for the park within established hours of operation.

Provides an active and involved sponsorship of U.N.I.T.Y. Works to make this a vital organization for developing youth leadership and community involvement skills.

Aggressively seeks to establish a UNITY and or Boys and Girls Club and qualify for sponsorship support.

Actively pursues grant funding in order to support existing programs and to enhance services and facilities.

Oversees screening, recruitment, training, monitoring and support of volunteers utilized in Building Horizon Program activities.

Responsible for preparation of all required written reports and documentation related to tracking program goals and objectives.

Coordinates other community services.

Sponsors special events such as: Easter egg hunt, Halloween, Christmas Celebration & Community Meeting, California Indian Days participation and other events that may arise.

Ability to detail plan for large events and activities such as those just mentioned.

Attends all regular and special meetings (when requested) of the Board of Commissioners.

Must travel when necessary to fulfill business for the RVIHA.

Any other duties as assigned by Executive Director.

QUALIFICATIONS:

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.

Job Description – BH Program Mgr.

December 29, 2016

Education

High School graduate with an AA degree or the equivalent in college courses plus 1-2 years of related experience and/or training.

Language Skills

Ability to read and interpret documents such as grant proposals, policies, operating and maintenance instructions, safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups and in an instructional environment.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to problem solve working with a number of different variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Excel or a similar spreadsheet and Word.

Certificates, Licenses, Registrations

Maintain a California Driver's License and be insurable.

Cultural Awareness

Employees must be sensitive to the needs of the Native American community, their culture, traditions, behavioral patterns, and background.

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. While performing this job, you will be required to stand, walk, talk, hear and see. Occasionally you may be required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 25 pounds.

Work Rules: Attendance and Punctuality

As an employee of the RVIHA, you are expected to be regular in attendance and punctual. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent. Coming to work and being punctual is an essential part of your job, failure to do so will be treated as a work rule violation, subjecting the employee to penalties such as suspension, demotion or termination.

Additional Requirements

Proven experience working in youth service organization, school setting or social service organization.

Good organizational skills.

Ability to effectively and positively motivate youth in structured activities.

Ability to work evenings and weekends.

Must be willing to take and be able to pass drug tests.

Must possess a valid California Drivers License.

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