

Hopland Band of Pomo Indians

Position Description

AMERICORPS MEMBER/SUBSTANCE ABUSE & GANG PREVENTION ASSISTANT

Make a difference in the community by preparing outreach efforts; scheduling education, task force, and committee meetings; and carrying out activities to support the goals and objectives of HBPI Police anti-drug and anti-gang initiatives. Become an AmeriCorps Member and help educate people from diverse age, ethnic, and socioeconomic backgrounds on the impacts of drug abuse and gang violence. Develop public relations, networking, and outreach skills, and earn an education award to pay for future higher education or to pay off existing higher education debts. The Member serves as a substance abuse and gang prevention assistant under the supervision of Hopland Band of Pomo Indians (HBPI) staff.

The Hopland Band of Pomo Indians is a federally recognized Native American Tribe that provides government services to its membership. The HBPI Police Department is composed of Federal SLEC Officers and administrative staff. Its goal is to maintain the peace and safety of the Hopland Indian Reservation, and to that end it engages in aggressive anti-drug and anti-gang campaigns.

This position lasts for nine months beginning August 2011. The Member must complete a minimum of 900 hours of service during that time. The Member will receive a yearly living allowance of \$4,875 and upon completion of the service period will receive an education award of \$2,775. The Hopland Band of Pomo Indians will carry and pay the cost of Worker's Compensation Insurance for the member. The AmeriCorps member may also be eligible to have the repayment of student loans postponed until successful completion of the term of service.

Specific Duties

1. Coordinate a series of HBPI AmeriCorps anti-drug and anti-gang workshops to meet milestones by dates established in project timeline;
2. Represent the HBPI Police Department and AmeriCorps at public meetings while making presentations and conducting outreach and education to tribal membership, their families, tribal community residents, and employees;
3. Conduct and coordinate evaluation activities related to initiatives; and
4. Perform other tasks as assigned.

Necessary Skills and Requirements

1. Must have a high school diploma or GED;
2. Must be 18 years of age or older;
3. Must pass a criminal background check and drug screening;
4. Must be willing to submit to random drug testing;
5. Must have a thorough knowledge of computer programs, including Word, Excel, Outlook, and Internet Explorer;
6. Must have valid and current California Driver License;
7. Must have reliable transportation;
8. Must be able to effectively deal with challenging situations with enthusiasm and tact;
9. Must be reliable, discreet, and prepared to sign a confidentiality agreement;

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10. Must be willing to attend various training seminars and workshops as required for the position;
11. Must be willing to perform First Aid and CPR as needed (First Aid and CPR training will be provided);
12. Must be able to communicate clearly and effectively, both orally and in writing;
13. Must have a commitment to promote tribal education, healthy decision-making, and cultural preservation; and
14. Must be culturally sensitive to the needs of Native American students.

The Hopland Band of Pomo Indians will provide ongoing training to members. Some travel necessary.