



Hopland Band of Pomo Indians Job Description

Position: Tribal Youth Intern (Temporary, P/T) (15-17 years of age)
Reports To: Tribal Administrator or their Designee
Wage: \$15.00 per hour
Hours per Week: Up to 20 hours

POSITION SUMMARY:

Under the direction of the Tribal Administrator the position of Youth Intern provides assistance and/or services in their assigned area for the purpose of assisting with Tribal objectives.

ESSENTIAL FUNCTIONS:

1. Willingness to learn
2. Able to obtain a work permit
3. Open to performing a variety of duties
4. Able to follow instructions and learn from mistakes
5. Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the Tribal Administrator.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job:

1. Ability to communicate effectively
2. Possess the ability to work independently and under supervision
3. Able to maintain cleanliness of workspace
4. Ability to maintain a timely daily routine
5. Ability to perform general safety procedures when working, safe lifting, carrying, handling of equipment
6. Must be able to come to work on time and prepared to perform job duties

Language Skills – Good communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to assigned workspace. Ability to communicate information and respond to questions from groups, managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

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.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

While performing the duties of this job the employee: Must be able to maintain proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with interacting with people. The employee is regularly required to sit, stand, walk and move through all areas of the Tribal operations, speak and hear, and use hands to finger, handle or feel. May reach with arms above shoulder level, bend/stoop, squat, balance, kneel, lift and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test.