

# HEALING OF THE CANOE INSTRUCTOR

## COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

### **POSITION DESCRIPTION**

Title: Healing of the Canoe Instructor

Schedule: Monday through Friday – (some weekends will be required)

Location: Longview, WA

Opening Date: June 15, 2016

Classification: Full Hours: 8 am to 5 pm

Salary Range: \$17 per hour

Closing Date: Open until filled

### **POSITION SUMMARY:**

This position will assist the HOC program coordinator develop chapter curriculum, scheduling classes, scheduling classrooms enrolling students, presenting curriculum

### **MAJOR RESPONSIBILITIES:**

Assist with development and adaptation of the *Healing of the Canoe* Project intervention.

Assist with the recruitment of youth and families for the *Healing of the Canoe* Project

Provide Healing of the Canoe intervention, as assigned and appropriate to project needs. This includes provision of support groups, school based groups and the like as appropriate.

Act as a case manager, when necessary, utilizing social work skills for certain participants, representing their needs to colleagues and peers for purposes of treatment, referral and tracking.

Participate in weekly clinical staffing for purposes of peer and clinical supervision and information and referral, if needed.

Provide referrals and consultation to persons in need of identified services as appropriate and as assigned.

Serve as a member of the Healing of the Canoe Research team organizing and providing community education sessions.

Attend meetings related to the Healing of the Canoe project.

Participate in trainings related to the Healing of the Canoe project.

Maintain open communication with other Tribal and non-Tribal agencies in the best interests of the Healing of the Canoe project, the participants, and the community at large, and maintain open and cooperative relationships with co-workers.

**SECONDARY FUNCTIONS:**

Perform other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Demonstrated ability to work with individuals of different cultures in both field and office settings

Demonstrated skills in using computer and MS Office software, with the ability to learn other program specific software programs.

Excellent oral and written communication skills.

Demonstrated ability to work in an individual and group setting.

Must have valid Washington State driver's license.

Willingness to work some evenings and weekends with advanced notice.

**EDUCATION AND/OR EXPERIENCE:**

A Bachelor's degree is preferred with two years of experience teaching, or counseling/case managing youth. Five years of experience may substitute for the Bachelor degree.

Must have two years of experience in one or a combination of the following three areas: direct client care in the counseling field; youth outreach; community participatory research.

Experience working with Native American youth, families and communities highly desirable.

**REQUIREMENTS**

**State and Tribal Background check required**

**Valid WA State Driver's License required**

**Pre-Employment drug testing required**

**Native American preference**

## **Random Drug Testing**

### **SUPERVISORY RESPONSIBILITY:**

None, Unless assigned an Intern for a Practicum.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

### **Please mail resume and cover letter to:**

Human Resources Department  
Cowlitz Indian Tribe  
P.O. Box 2547  
Longview, WA 98632