



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## BOYS AND GIRLS CLUB MENTAL HEALTH COORDINATOR

### Position Description

<b>Opens: June 23, 2022</b>			
<b>Closes: July 08, 2022</b>			
<b>Department:</b>	Boys and Girls Club	<b>Reports to (title):</b>	Boys and Girls Club Directors
<b>Job Code:</b>	N-10	<b>Job Location:</b>	Boys and Girls Club of Bois Forte Vermilion, MN and Nett Lake, MN
<b>Pay Range:</b>	Min: \$15.60 Mid:\$19.545 Max:\$23.450	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non- Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	06/22/2022
		<b>Revised Date:</b>	06/22/2022

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

Plans, implements, supervises, and evaluates a Mental Health Program and activities provided in program areas leading to the priority outcomes of Academic Success, Good Character and Citizenship, Mental Health, and Healthy Lifestyles.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Ensure programs, services and activities that prepare youth for success, always promoting safety of members and quality of programs. Provide guidance and role modeling to members.
2. Contribute to the planning and implementation of a Mental Health Program by:
  - Planning, organizing, and implementing a range of mental health services and activities for members and other Bois Forte Youth.
  - Initiating new programs with the approval of the CEO.
  - Recruiting new Club Members and Teens to attend the Boys and Girls Club.
  - Promoting and stimulating program participation.
  - Work with the local police department to create and re-establish a DARE Program.
  - Work with the Bois Forte Mental Health Practitioners to coordinate meetings and activities with the club members and community.
  - Work with the Live It Program and Curriculum.
  - Work on developing a Community Treatment Program for youth in Bois Forte.

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3. Ensure quality improvement by monitoring and evaluating outcome achievement against target goals, recommending modifications that respond to member needs and interests, and participating in weekly branch staff meetings
4. Ensure a healthy and safe environment, supervising members in program area.
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order.
6. Create requisitions, as necessary, control expenditures against monthly supply budget.
7. Manage administrative systems by helping recruit and register new members and participating in their Club orientation process.
8. Develop and implement a component of the program that includes language and culture.
9. Recruit, train and manage assigned youth, volunteers, and staff; provide ongoing feedback; and identify and support development opportunities.
10. Will participate in special programs and/or events.
11. Will be required to drive Club van, be insurable, and transport club members.
12. Facilitate living skills or social emotional programming for youth and families.
13. Integrate supports into traditional youth development programming.
14. Develop/increase accessibility to socioemotional resources available to youth and families.
15. Additional duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• 3 or more years of experience working with high-risk adolescents and diverse communities.</li><li>• 3 or more years of experience in planning and implementing youth programs.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma or GED.</li><li>• 3 or more years of experience in the Mental Health field.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Be certified or be willing to be certified in basic first aid and CPR.</li><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to work afternoon and evening hours.</li><li>• Ability to move efficiently between locations.</li><li>• Experience in planning and implementing youth programs.</li><li>• Knowledge of youth development.</li><li>• Ability to motivate youth and manage behavior problems.</li><li>• Ability to recruit, train, supervise, and motivate staff.</li><li>• Ability to deal with the public.</li><li>• Ability to plan and implement quality programs for youth.</li><li>• Ability to organize and supervise members in a safe environment.</li><li>• Excellent organizational and oral/written communication skills.</li><li>• Ability to work independently as well as part of a team.</li><li>• Ability to successfully navigate Microsoft Teams and Zoom.</li><li>• Basic understanding of youth development settings in an after-school program.</li><li>• Experience working with high-risk adolescents and diverse communities.</li><li>• Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.</li><li>• Maintain contact with external community groups, schools, members' parents, and others to assist in resolving problems.</li></ul> |

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### PREFERRED QUALIFICATIONS

- None

### WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and members.
Mental demands:	The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

### OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.
Vaccine Requirement:	The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose

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COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**