



Bois Forte Band of Chippewa

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

SUMMER YOUTH INTERN-TERM

Position Description

Opens: April 18, 2024			
Closes: May 09, 2024			
Department:	477 Program	Reports to (title):	Education Programs Facilitator
Job Code:	N-4	Job Location:	Bois Forte Tribal Government- Nett Lake, MN
Pay Range:	Min: \$12.00 Mid: \$15.00 Max: \$18.00	Supervises:	None
Hours/week:	32	Classification:	Non- Exempt
Type of Position:	Full-Time	Effective Date:	03/27/2024
Indian Child Protection Background:	Depended upon site	Revised Date:	03/27/2024

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

Interns will be assigned one jobsite within the Bois Forte Tribal Government. Here they will be taught skills specific to their job site as well as work ethic development skills.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assist in various positions at assigned job sites as needed due to absences.
2. Ensures timely action by securing and assembling reports or information, as requested, or required by others within assigned job sites.
3. Assist Management to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the organizations.
4. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
5. Performs other duties as assigned, specific to the assigned department.
6. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Intern must meet all of the Bois Forte Summer Youth Program eligibility criteria.

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- Education:
- Intern must meet all of the Bois Forte Summer Youth Program eligibility criteria.
- License/Certification:
- None.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must be a Bois Forte Band Member.
 - Must have a cumulative GPA of 2.0 or above ("C" average or better).
 - Cannot be the subject of a juvenile delinquency or criminal proceeding involving theft of or damage to property of the Band.
 - Must be able to follow policies and procedures of the Summer Youth program and the Tribal Government.
 - Ability to work independently as well as with others.
 - Must be responsible, self-motivated and a team player as well as having the ability to maintain effective working relationships with co-workers.
 - Demonstrate punctual and reliable attendance in accordance with designated work schedule.
 - Knowledge, appreciation and understanding of the values, culture, and history of the Ojibwa people, particularly the Bois Forte Band

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. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 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 vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

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

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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.

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 to complete 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 Applications received after the closing date will not be accepted.