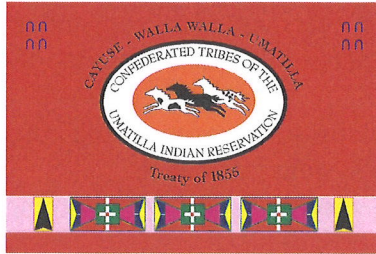


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Child Youth Specialist

**SALARY:** Pay Range: 6-7  
\$42,278.16-\$52,556.16 annual  
DOE/DOQ

**DEPARTMENT:** Public Safety

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Covered Status  
Background check required  
Non-Exempt  
*This is a Grant funded position and is contingent upon grant funding*

**SUPERVISED BY:** Family Violence Services Program Manager

**OPENING DATE:** April 24, 2024

**CLOSING DATE:** May 22, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The Child Youth Specialist is responsible primarily for providing support and advocacy services primarily to child and youth victims and secondarily to adult victims of domestic violence, sexual assault, teen dating violence, elder abuse and stalking while working cooperatively with other agencies to work towards

establishing sovereign individuals within and surrounding the Confederated Tribes of the Umatilla Indian Reservation.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Provide crisis intervention, direct services, advocacy, and referral services primarily to youth and secondary to adults that are impacted by sexual exploitation/trafficking, domestic violence, sexual assault, and stalking.
2. Accompany and advocacy for victims/survivors during hospital exams, police investigations, court proceedings, and meetings with system personnel.
3. Work collaboratively with each survivor to determine strengths, supports, challenges and goals in order to promote autonomy.
4. Co-facilitate with Advocate Specialist in working with Nixyáawii Community School students by assisting with the following:
  - a. Provide “Healthy Relationships” presentations in middle and high school classroom settings.
  - b. Maintain excellent communication with school personnel and community partners.
  - c. Provide youth-related education regarding violence, healthy relationships and conflict resolution.
  - d. Be aware and adjust current curriculum to reflect changes in the field regarding evidence-based practices and education standards.
  - e. Provide in-person outreach with teachers, principals, and groups that provide youth services.
  - f. Facilitating trauma-informed focused support groups for survivors.
  - g. Willing to learn/facilitate empowerment groups using Tribal cultural perspective.
5. Provide parenting classes in the context of domestic violence to victims and offenders in partnership with Family Violence Services staff.
6. Work in accordance with the program and organization’s policies, mission, and goals.
7. Maintain a positive cooperative work approach and foster teamwork among co-workers.
8. Must be able to work flexible schedule and attend job functions based with focus groups, presentations, meetings, etc.
9. Other duties as assigned pertain to Family Violence Services.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Sensitive areas of the department and program containing sensitive documentation and material. All communication, contacts and files are confidential.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Associate degree in human services, social work, counseling, sociology or related field PLUS one (1) years’ experience working or volunteering within human services field.

**OR**

High school diploma or equivalent, PLUS two (2) years’ experience working or volunteering within human services field.
2. Experience in crisis intervention preferred.
3. Willingness to obtain and gain knowledge of the dynamics of sexual exploitation, chemical dependency, intimate partner violence, violence in the home, mental health and youth development.
4. Preference will be given to for those with experience facilitating groups and activities with children, youth, or adults.

5. Knowledge, experience, and ability to relate to, communicate and work with people/youth from diverse backgrounds and underserved communities.
6. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters.
7. Demonstrated ability to maintain control in intense, hostile and crisis situations.
8. Demonstrated understanding of sensitivity to the unique circumstances of underserved populations and to survivors to domestic violence and sexual assault.
9. Ability to build relationships and partnerships with key stakeholders: schools, parents/families, community-based agencies, college/universities, funders, and more.
10. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
11. Must have basic knowledge of computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software.
12. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
13. Must have a valid state driver's license, clean, reliable transportation, and meet Tribal insurance requirements.
14. Must maintain confidentiality at all times.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds.
5. Ability to be on-call after hours and weekends.
- 6.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
for Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

