



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Community Outreach- Education Support
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Education Support
SUPERVISOR: Education Counseling and Resources Manager
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Community Outreach representative under the direction of Educational Counseling and Resources Manager provides support to the community with accessing educational support services. This person will coordinate outreach initiatives and directly assist the community with accessing educational support for tribal students. They will represent the education support department at general membership meeting and other community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as an educational support department representative at general membership meetings and other community events
- Coordinate educational outreach initiatives for the community
- Assist families with the completion of necessary paperwork needed to access education support for both tribal and non-tribal programs.
- Communicating with tribal members regarding their education support funding
- Will help foster positive relations between the education support department and the tribal community
- Advocate for educational needs of tribal students
- Collaborate with community stakeholders to develop plans to help students access education support
- Be up to date with tribal and non-tribal educational programs
- Working with families, teachers, and education support counselor to coordinate services for at risk students
- Collecting, reporting and tracking educational data for Pechanga students
- Assisting with educational interventions for families
- Process and maintain a variety of sensitive and confidential material
- Must adhere to all policies and procedures of the Pechanga Tribal Government

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in education required
- Three to five years of teaching or counseling experience required
- Computer proficiency with database management and MS office Word, Excel, Outlook, PowerPoint, and Publisher software required
- Must have the ability to assist families with the completion of all required documentation, meet appropriate deadlines, provide client follow-up, regarding education supportive services
- Strong analytical skills required
- Must have a valid driver's license and proof of insurance; and the ability to legally operate a motor vehicle
- Must have the ability to meet with clients inside and outside of the office
- Must have excellent oral and written communication skills, with strong proofreading abilities
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with handling confidential and/or sensitive information and have the ability to maintain strict confidentiality
- Must be knowledgeable of both Pechanga and community resources
- Knowledge of socio-economic, cultural patterns, and associated backgrounds to Tribal customs
- Must possess the ability to establish and maintain effective working relationships with families, staff, and community
- Interpersonal skills, using discretion, patience, and courtesy
- Effective and appropriate Public Relation techniques
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change with little notice
- Ability to maintain a professional demeanor at all times
- Ability to work independently with a strong sense of focus and with a clear sense of boundaries
- Ability to work in a variety of settings with culturally-diverse families and communities, and with the ability to be culturally sensitive and appropriate
- Must be able to manage multiple projects and properly prioritize workload and have the ability to adapt to change

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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. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

<i>Employee's acknowledgement:</i> I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.		
_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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