



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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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:
Jasmine Torres

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: TANF Cultural Activity Assistant
STATUS: Non-Exempt
CLASSIFICATION: Part-Time
DEPARTMENT: Pechanga Tribal TANF
SUPERVISOR: TANF Director and Cultural Activity Coordinator
POSITION CATEGORY: A
RATE OF PAY: DOE

OTHER: Direct contact with Tribal TANF, Tribal Government Departments, Tribal Members, family members and the general public.

FUNDING: Funding through Tribal TANF

SUMMARY:

The Cultural Activity Assistant is responsible for assisting in the development of a culturally appropriate activities for school-aged children. The Cultural Activity Assistant collaborates with Tribal TANF staff, Pechanga Cultural Resources Department staff, and school staff for developing and implementing cultural activities that promote the educational goals for tribal youth and families. In this role the Cultural Activity Assistant will teach, lead and facilitate cultural and historical activities for the youth and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Developing activities and working with existing staff and programs that promote knowledge of and pride and respect for Luiseño/Pechanga culture and traditions.
- Teach and instruct in aspects of Luiseño culture which include but are not limited to: native plants and usage, pottery, subsistence, demographics, traditional foods, seasons, traditional housing, local animals, oral tradition and place names.
- Facilitate the development of after school activities and programs that focus on the primary goals of TANF for at risk Native American youth and adults that include cultural information to increase pride in the community and self respect.
- Verify eligibility for TANF program services, maintain sign-in sheets and activity reports for participation in the programs, events and services provided.
- Assist with developing cultural activities to assist with curriculum.
- Working with tribal youth on culturally related projects.
- Learn or, if already fluent, use the Luiseño language when interacting with school children.
- Increase knowledge of tribal history and cultural practices for use in the development of curriculum and programs to apply in the classroom.
- Assist TANF, Cultural and other Departmental staff with development of hands-on cultural activities for the students.

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.

- Assist in creating reference materials that provide cultural information for the teachers to incorporate into their lessons.
- Assist in developing and facilitating summer activities. This includes teaching the youth tribal culture and history to encourage their ability to communicate about their culture. This increases their self-esteem, self-respect and promotes the prevention and pro-family goals of TANF.
- Assist with outreach activities between Cultural Resource Department, Pechanga School, Pechanga TANF, and community schools.
- Work with other TANF youth programs that promote pride in tribal history and culture.
- Ability to work special programs and events on occasion after normal working hours and weekends.
- Performs a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed for events or activities, set-up for programs, events or activities.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

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:

- High School diploma or GED required.
- Knowledge of Luiseño culture, history and tradition preferred.
- Preferred experience with native cultures preferred.
- Experience in Luiseño language preferred.
- Valid Driver's License, proof of insurance and personal vehicle to use for work required.
- Certified in Child/Infant CPR within 90 days of employment.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of MS Word, Excel, Outlook, PowerPoint and Publisher required.
- Must possess excellent oral and written communication skills.
- Must be able to work independently and in a team environment
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.
- Outgoing personality, excellent customer service skills and ability to motivate others.

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 walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

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The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events and when outdoors.

Employee's acknowledgement: 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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