



## POSITION DESCRIPTION

**Job Title:** Cultural Mentor  
**Reports To:** Youth and Wellness Program Manager  
**Supervises:** None  
**Salary Range:** MIT Grade 1-5, non-exempt  
Up to 20 hours/week variable, subject to available funding

### Position Summary

The Cultural Mentor is an individual who is a cultural match and a positive role model for young Native American girls. The Cultural Mentor is someone who cares deeply about youth, and who is able to form healthy and caring relationships with native youth. The Cultural Mentor carries traditional Native American knowledge and wisdom of young girls. She may speak Native Languages, know how to sing Native American songs, teach drumming, beading, dancing, tell stories, and engage in sweats, smudging or other Native American ceremonies. The Cultural Mentor must be able to think and act outside her personal belief system to connect properly with young Native girls and others who may or may not have a specific belief system. The Cultural Mentor builds relationships with youth by planning and meeting short- and long-term goals for success in school and eventual self-sufficiency.

### Primary Responsibilities

1. Assist with the planning and implementation of activities for young Native girls participating in the Tribal Youth Program.
2. Identify and support youth/student opportunities offered by local schools and agencies.
3. Be knowledgeable of the scope of outreach work and participate in meeting all program data collection, documentation and report requirements. Attend all required meetings.
4. Establish working liaisons and effective working relationships with ancillary services/programs within the service area.
5. Work with assigned young Native American girls by providing culturally relevant and appropriate supportive counseling, education and activities about alcohol, drug, familial, social and other relevant issues. Help assigned youth acquire, improve and utilize competencies in communication skills, social skills, relationship building, group process and daily living skills to empower youth to refrain from substance use, remain in school and become productive persons.
6. Plan and conduct regular craft, cultural, recreational, and culturally appropriate activities for young Native American girls, including activities involving other cultural mentors.

7. Plan and provide transportation and supervision for events and activities in accordance with the TYMP funding requirements, including activities supporting drug/alcohol, delinquency, and violence prevention.
8. Be a positive role model for program youth at all times with a concerted desire to make positive changes in the lives of program youth.
9. Be familiar with how to use training on alcohol, drug and other program relevant issues to better mentor program youth.
10. Ensure program vehicles are clean and properly fueled.
11. Be aware of program budget requirements and comply with the same.
12. Develop and maintain relationships with Indian Education programs, local schools, parents, and students.
13. Occasionally work evenings and weekends, with supervisor approval in advance in accordance with the Tribe's Policies.
14. Other appropriate duties as assigned by the Youth and Wellness Program Manager.

### **Qualifications**

1. High school diploma or equivalent and an Associate's degree; OR at least two years of experience working with youth; OR an equivalent combination of experience and education.
2. Demonstrated ability to maintain privacy and confidentiality of sensitive information.
3. Demonstrated ability to communicate in oral and written form effectively with diverse client populations including low/moderate income, high risk, and diverse family systems.
4. Demonstrated ability to work in an organized manner, as part of a team or individually.
5. Knowledge of common computer related applications such as the Google Suite, Microsoft Office, and Internet browsing.
6. Possession of current certification for CPR and First Aid or ability to obtain within first 30 days of employment.

### **Preferred Qualifications**

1. Associate's degree in Social Sciences, Criminal Justice, or related field
2. Knowledge of traditional Native American culture
3. Experience working with young girls in Native American communities

### **Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy.
2. Must possess a valid California driver's license, Class B preferred. Must provide a current DMV printout and be willing to travel locally, regionally, statewide, and/or out-of-state, as necessary, during or after regular working hours.
3. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code, § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.

4. Work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
5. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
6. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.