OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: **Language Specialist Non-Exempt**
CLASSIFICATION: **Language**
DEPARTMENT: **Language Coordinator**
SUPERVISOR: **NE6 $25.17 to $35.24 per hour**
HOURLY RATE:

Position Summary:
Under general direction of the Language Coordinator or designee, develops, plans, implements, and evaluates family and youth prevention and diversion programs through language and culture, to maintain family formation for TANF and Prevention clients. Emphasis in all programs will be the development of the "whole person", strengthening unity among tribal members and larger Indian community.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:
- Organizes, coordinates, and implements a variety of activities and programs for the community; including but not limited to: arts, crafts, language, culture, excursions, sports, clubs, leagues, tournaments, youth leadership, and development programs.
- Plans and implements projects; develops and establishes deadlines, goals, objectives, workflow, and operational procedures; establishes, interprets, and enforces policy.
- Oversees the daily supervision of activities.
- Writes, or provides assistance in the development of proposals to provide family and youth prevention services meeting one of the four purposes of TANF.
- Plans, organizes and manages the programs to provide high quality recreation and prevention services to clients.
- Assists with the development and expansion of programs that are important to the community.
- Recommends expenditures in accordance with budget for program activities.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Gathers, analyzes and evaluates usage of facilities and program attendance.
- Represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies.
- Collaborates and coordinates programs with existing external organizations.
- Identifies high-risk individuals, especially youth, and provides information and guidance and encourages participation in programs.
- Sets up and breaks down furniture for classrooms and larger events.
- Identifies problems, trends and demands for prevention services.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED; experience in providing prevention education and recreational services, Bachelor's Degree preferred; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work a modified schedule dependent upon the services provided and the business needs of the assigned department, with little or no notice. Must successfully pass a pre-employment drug/alcohol screen, and background investigation

Knowledge, Skills, and Abilities:

- Knowledge of traditional forms of tribal government, customs and traditions.
- Knowledge of OVCDC TANF Plan and 2 CFR 200 Cost Principles.
- Knowledge of local tribes.
- Knowledge of evidenced base prevention programs.
- Knowledge of normal adolescent development, family systems, chemical abuse and dependency, networking, consultation techniques, and practices preferred.
- Knowledge of the function and activities related to programs, grants, and resources.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in maintaining accurate records.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to speak in front of audiences.
- Ability to effectively present prevention education.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office environment with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.