



Coeur d'Alene Tribe
Department of Education
Job Description

Position Title: Youth Mentor
Department: Department of Education
Immediate Supervisor: Summer Youth Leader
Salary: Contractual

Dates of Employment: June 6, 2022 – July 8, 2022

Summary of Duties and Responsibilities

Coeur d'Alene Tribe Department of Education seeks to hire seven college mentors who are motivated, have a passion for youth, work collaboratively and are creative problems solvers for the purpose of mentoring youth ages 12-18 as part of a 4-week Indigenous Summer Youth Program including an additional week of training.

Responsibilities and Duties:

- Provide mentoring to the middle and high school students.
- Establish a positive and interactive relationship with each young person.
- Help each young person strengthen their Native Identity and Critical Consciousness.
- Consult, coordinate and collaborate with professionals and Tribal experts for making a final product relating to a career track.
- Attend virtual trainings in preparation for the summer program.
- Be available in person and/or virtually in the summer for 5 weeks during the months of June and July.
- Assist in gathering evaluation data from each young person.

Required Minimum Qualifications:

- Be an enrolled Tribal Member or Descendent.
- Enrolled in a two, four-year or graduate program.

- Ability to read, analyze, and interpret documents and other information.
- Ability to solve practical problems.
- Ability to stand, walk, hike outdoors, reach with hands and arms and lift up to 20lbs.
- Ability to interpret, identify, assess or diagnose a variety of information furnished in written, oral, diagram or observed and plan approaches that respond to problems or challenges.
- Experience working with youth.
- Competent computer skills, including familiarity working in a video-conferencing environment (e.g. Zoom).

Additional desired skills & knowledge:

- Photography – basic knowledge of photo editing software
- Animation – basic knowledge of animation software/storyboarding
- Podcasting – basic audio editing/storyboarding/
- Climate Explorers – comfortable walking, hiking and working in the field
- Art – basic knowledge of digital art software
- Medicinal Plants – comfortable walking, hiking and working in the field

Coeur d'Alene Tribe Department of Education

Statement of Confidentiality

ETHICAL STANDARDS: CONFIDENTIALITY - PRESERVING INFORMATION THAT IS RECEIVED IN CONFIDENCE FROM A FAMILY MEMBER, DOE STAFF, PROVIDERS, OR COMMUNITY MEMBERS DISCLOSING INFORMATION ONLY TO PROFESSIONALS FOR THE BENEFIT OF FAMILY.

Children's academic records, which are provided by waivers signed by parents/guardians, are protected by confidentiality procedures. Children's education records are open only to DOE staff, specialists, consultants and authorized officials on a need to know basis.

PROGRAM POLICIES AND PROCEDURES FOR PROTECTING CONFIDENTIALITY

- Records must be kept in a locked file cabinet.
- Access to records will be limited to DOE staff.
- Records are to be reviewed and up-dated each trimester by DOE staff.
- DOE staff must sign a document indicating they have read and understood the confidentiality policy as part of their employment.
- DOE staff review of records is to be limited to information, which must be obtained for the purpose of providing services to children and families.
- Parents must be informed of what information will be kept confidential and with whom the information will be shared in order to provide assistance.
- Parents must authorize release of information to anyone outside the program in writing except in reporting child abuse and neglect cases by signing the form: **RELEASE OF INFORMATION OR SIGN AN INTERAGENCY AGREEMENT.**
- Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
- Parents and volunteers are prohibited from reviewing any records except their own.
- Parents are the primary source of information about their children and themselves, and information sought must be limited to that which is essential for service.

To respect the integrity and promote the welfare of DOE children served by DOE, it is essential that intimate information is not circulated beyond the limits of the professional relationship.

STATEMENT OF CONFIDENTIALITY and the PROGRAM POLICIES AND PROCEDURES FOR PROTECTING CONFIDENTIALITY.

I understand that I will be violating privacy if I disclose the information beyond that needed for service and/or make public disclosures or semi-public disclosures to other agencies or outside people without the person's knowledge and freely given consent; except in cases of child abuse and neglect reporting.

I understand that information, which shall be recorded and maintained, is that which is essential to provide services.

Violating the program's policies and procedures regarding: (1)Code of Ethics, (2)Confidentiality may be considered a cause for immediate release of employment with the Department of Education.

Print Name

Staff Signature

Date