



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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**POSITION ANNOUNCEMENT
NAYLIP PROJECT COORDINATOR**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a full-time "Native American Youth Law Investment Project" (NAYLIP) Coordinator position. Under the supervision of the Director of Administration and Human Resources and working in coordination with the Grants Program Manager, this at-will position has responsibility for the management and day-to-day duties related to the development and implementation of a NAYLIP Program. This grant-funded position is primarily responsible for developing and overseeing the NAYLIP Program which is vested in the development of diversion-based model Childrens' Codes to the Youth Court and overseeing a prevention-based program for Native Youth. The NAYLIP Coordinator will develop and implement programs tailored to meet the needs of youth and manage their individual cases for compliance within the project.

Duties

Duties may include, but are not limited to:

- Processing referrals to NAYLIP and conducting intakes with youth and families for participation.
- Developing and implementing a schedule/timeline for work completion on NAYLIP objectives
- Coordinating collaborative agencies and resources as needed
- Preparing reports for NAYLIP including ANA required reporting, community-based reports and upkeep with Native Youth participating in our project
- Coordinating and participating in youth meetings and events, including weekends and evenings as needed
- Meeting with students and regional High Schools as needed to ensure success of youth
- Maintaining professional knowledge by participating in relevant education and training
- Performing other duties as assigned
- Collecting Statistics and data pertaining to the NAYLIP program

Skills and Abilities

- Demonstrated ability to operate computers and office equipment, including typing at or above 40 words per minute and using Microsoft Office. A skills test will be required.

- Strong verbal and written communication skills
- Professional communication and appearance appropriate for court and youth settings
- Ability to manage multiple case files and agency contacts

Education and Experience

Bachelor's Degree in social work, criminal justice, sociology, or related field with a minimum of three (5) years working with youth programs. Equivalent education and experience will be considered. Preferred experience includes previous work with tribal governments, tribal youth, and court experience in the tribal, state, or federal system.

Additional Requirements

- Applicants may not have any felony convictions in the past ten (10) years
- Applicants must submit to a background investigation and drug/alcohol screening
- Applicants must possess a valid California driver's license or possess a valid driver's license in any of the United States and receive a California driver's license within 60 days of being hired
- Applicants must be able to travel using a personal-owned vehicle

Compensation

\$26 per hour.

This position is funded by a two-year grant from the Health and Human Services, Administration of Native Americans. Funding to sustain the position may be available following the end of the grant term.

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- Medical, Dental, Vision offered through group plans
- 401 (k) contributions

Additional Information

The position is located as a hybrid between the San Diego State University area office and the main ICSC courthouse in Valley Center, CA. Position will be expected to be present at both locations, as assigned.

Applications

Applications are currently being accepted until the position is filled. Interested applicants should submit a cover letter and résumé to Maria Maciel at mmaciel@intertribalcourt.org.