



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: SEASONAL EDUCATOR & YOUTH MENTOR

Division:	Community Health Services	Supervisor:	Community Health Services Director
Job Code:	CHS-001	Classification:	PT, Non-Exempt
Wage Scale:	\$14.00- \$30.00	Effective Date:	05/17/2023
Hours/week:	<29/ M-F (occasional weekends)	Last Revised:	05/2021

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Under the direct supervision of the Community Health Services Family Programs Manager, the Summer Educator/Summer Youth Mentor will be responsible for teaching culture-based lessons, arts and crafts projects. Furthermore, they will assist in the Summer Programs age and group appropriate learning activities and lessons that encourage children and youth to continue to explore and learn about Native culture, simultaneously improving the children and youth's learning abilities. This is a temporary position and will terminate when funding is no longer available or at the discretion of the Community Health Services Program Director.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Predominantly serves American Indian/Alaska Native (AI/AN) clients, patients and community.
- Ensures the safety of youth and children of the program while on site or participating in designated activities.
- Assists the Family Programs Coordinator and Lead Educator/Culture Mentor in teaching Cultural & Learning Enrichment lessons and activities for the program's youth and children during summer programs.



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- Assists in supervising and maintain order or child participants.
- Performs other activities as designated by or deemed necessary for programs functionality and success, recommended by UICSL Family Program Manager.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.
- Transports and/or assists youth in UICSL 15 passenger shuttle van.

MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	High School Graduate, or GED
Experience: <input type="checkbox"/>	1 year minimum experience working with AI/AN youth
Certifications/Licensure: <input type="checkbox"/>	a) First Aid & CPR once hired
Other: <input type="checkbox"/>	a) Must pass a mandatory National Criminal Background Check b) Must possess a valid Utah Driver's License or valid state identification card b) Must have a clean driving record and the ability to be insured on the UICSL auto policy

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Associates Degree
Experience: <input type="checkbox"/>	1-3 years working in a healthcare setting.
Certification/Licensure: <input type="checkbox"/>	a) Certified CPR & First Aid
Other: <input type="checkbox"/>	a) Must pass a mandatory National Criminal Background Check b) Must possess a valid Utah Driver's License or valid state identification card c) Must have a clean driving record and the ability to be insured on the UICSL auto policy

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of classroom procedures and curriculum.
<input type="checkbox"/>	Knowledge of and experience with working with American Indian/Alaska Native (AI/AN) children and youth.
<input type="checkbox"/>	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
<input type="checkbox"/>	Strong skills in professional networking, creating and maintaining community partnerships.
<input type="checkbox"/>	Ability to instruct children/youth and families in cultural activities including games and crafts.
<input type="checkbox"/>	Demonstrated self-actuation and leadership abilities.
<input type="checkbox"/>	Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
<input type="checkbox"/>	Demonstrated ability to handle the occasional stressful and problematic situations.
<input type="checkbox"/>	Proficiency with Microsoft software.

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate; however, this position may require involvement in tasks and assignments in enclosed or open spaces with noise levels ranging from low to potentially damaging to the senses without protection. Limited



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overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working on facilities or equipment for a health center.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent will frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, or performing manual labor as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).



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REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:		NEXT REVIEW:	December of 2024

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the Community Health Worker position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

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Employee Name (Print)	Employee Signature:	Date: