



Vacancy Announcement

Department of Education

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: Truancy Intervention Specialist (Part-Time/Temporary) PAY RANGE: \$15.38/hr
(2 Positions)

OPENING DATE: October 15, 2020

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Student Support Coordinator, the job of Truancy Intervention Specialist is done for the purpose/s of providing intervention to student who exhibit truancy-related issues. The truancy Intervention Specialist will work cooperatively with Grants Cibola School District's (GCCS school staff and the Haak'u Community Academy Staff, the Tribal Sheriffs, Tribal and other law enforcement, juvenile court, Behavioral Health, Social Services, and Indian Child Welfare and other agencies to effectively intervene and redirect youth towards positive school attendance and towards a healthy lifestyle. Areas of intervention may include, but not be limited to truancy, substance abuse, gang involvement, delinquency behaviors, dysfunctional family issues, and anger management.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provides intervention for the purpose of redirecting youth towards positive schools attendance.
2. Updates and amends the current Memorandum of Understanding with the GCCS to insure communication and coordination with the GCCS Schools and school staff takes place to address Truancy and other behaviors that impeded education for Acoma Students.
3. Establishes a process for reporting consistently with all entities regarding truancy
4. Assists school staff for the purpose of providing supervision and analyzing unsafe situations.
5. Attends meeting for the purpose of providing input and representation of Acoma students attending the GCCS and Haak'u Community Academy schools.
6. Meets with and coordinates services with Tribal Sheriffs, Law Enforcement, Social Services, Behavioral Health and Indian Child Welfare other youth- based programs to address Truancy issues.
7. Collects data for the purpose of analyzing and developing recommendations for improvement.
8. Communicates regularly with school staff for the purpose of establishing cooperative and innovative approaches to solve truancy, delinquency, and gang violence issues.
9. Completes reports for the purpose of evaluating intervention attempts for truants and students with delinquent behaviors.
10. Coordinates with Tribal Sheriffs and law enforcement agencies for the purpose of collecting and disseminating information pertaining to truancy, delinquency, and gang violence.
11. Establishes conferences for the purpose of problem-solving attendance, discipline, and gang-related issues and redirecting youth towards regular attendance and positive behavior.
12. Fosters communication for the purpose of establishing positive relationships between parents, students, staff, and others.
13. Provide information and/or explanation of policy relevant to truancy issues and student behavior issues.
14. Makes home visits with parents and students for the purpose of checking on truant students and gaining parental support in students' educational and social development.
15. Organizes presentations for the purpose of redirecting youth away from negative social involvement and/or delinquent behaviors.
16. Provides guidance for the purpose of redirecting youth away from negative social involvement and/or delinquent behaviors.
17. Works under limited supervision following standardized practices and/or methods; provides information and/or advises other; and operates within a defined budget.

18. In coordination with the Student Support Coordinator, represents the program to tribal programs, external agencies, organizations and individuals, and establishes solid relationships with programs of common interests.
19. Updates professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publication; establishing networks; participating in organizations.
20. Contributes to a team effort and accomplishes related results as required.
21. Performs other duties as required.

MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Three – five years work experience in one or more of following area: Youth Development, Education, Judicial System, Behavioral Health, or Social Services. |
| Education: | <ul style="list-style-type: none"> • Associate’s Degree in Social Work, Education, Public/Business Administration or related field; Bachelor’s Degree preferred. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> • A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers. • Knowledge of traditional form of government and pueblo customs and traditions. • Knowledge of the functions and structure of the Pueblo of Acoma. • Knowledge of applicable federal, state, county, tribal and local laws, regulations, and requirements including the Privacy Act of 1974 and the Buckley Amendment of 1974. • Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic. • Knowledge of records management procedures. • Knowledge of local school policies/requirements and/or best practices on truancy and/or behavior. • Knowledge of intervention programs or strategies effective with gang-involved youth; drug/alcohol-involved youth; truants; anger management. • Knowledge of gang involvement trends in county-wide youth-related programs and agencies. • Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations. • Skill in communicating with high-risk students and resolving conflicts. • Skill in mental/behavioral health and social work services. • Organizational and time management skills. • Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint). • Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing. • Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels. • Ability to represent the Program and the Pueblo of Acoma in a professional manner, building respect and confidence in the Department of Education and the Pueblo. • Ability to maintain confidentiality. • Ability to handle multiple tasks and meet deadlines. • Ability to analyze situations and adopt appropriate courses of action. • Ability to make solid decisions and exercise independent judgment. • 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. • Ability to develop and maintain professional and trustworthy relationships with local schools, programs and agencies. |

- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to provide direct intervention service to high-risk youth involved in gangs and/or substance abuse.
- Ability to provide consultative assistance to school staff.
- Ability to communicate with parents of truant, delinquent, and gang-involved youth.
- Ability to coordinate with law enforcement and other support agencies.
- Ability to develop innovative strategies to curtail truancy and gang involvement.
- Ability to react calmly and quickly in an emergency situation.
- Ability to observe situation analytically and make recommendations.
- Ability to work extended hours and various work schedules.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Fluency in the Keres language preferred

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Health Requirement:	None
Driver Check:	All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.

SECOND AMENDMENT: This amendment revises the previous vacancy announcement to change the position to two Part-Time/Temporary positions. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.