



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Intern
- DEPARTMENT:** Administrative and Office Staff
- LOCATION:** Offsite – 423 NE 1st Street, Anadarko
- REPORTS TO:** Tribal Youth Suicide Prevention Programs Director

JOB SUMMARY:

Intern will provide assistance for the Tribal Youth Suicide Prevention, Summer Youth Program, and other Tribal programs. Helps establish a cultural environment that promotes positive child and youth interactions with other children, youth, and adults. This is a Temporary position during the months of June and July.

CORE DUTIES AND RESPONSIBILITIES:

1. Assist TYSP staff in coordination of outreach events and activities to promote suicide surveillance efforts.
2. Participate in community-based events to promote suicide surveillance program.
3. Attend training for Mental Health First Aid, becoming safety gatekeepers.
4. Assists the Summer Youth Program with preparing for the scheduled daily activities; notifies Juvenile Services Director or Program Assistant of safety concerns; and helps as a chaperone to support the safety of children and youth.
5. Interacts with children and youth to encourage them to participate in activities. Interacts professionally with children, youth, staff members, parents, and the community.
6. Promotes and models Wichita and Affiliated Tribes Culture, safety, fitness, healthy lifestyles, and nutrition practices.
7. Provides administrative and clerical assistance to assigned Tribal programs.

8. Operates office equipment such as photocopier, scanner, facsimile, voice mail system, and personal computer.
9. Will have the responsibility of having adequate transportation to and from the worksites.
10. Prepare a final presentation with a written report for the Tribal Youth Suicide Prevention program and the Wichita Executive Committee.
11. Must maintain confidentiality as a temporary employee working in various departments.
12. Will perform other duties related to position as requested.

EDUCATION AND EXPERIENCE:

1. Qualifies as at least a graduating high school senior or an undergraduate attending college during the fall semester of the respective year.
2. Must submit a current high school or college transcript or report card with courses and grades.
3. Proven ability to work well with Indian families and youth, and must have positive human interactions skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up items off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License is preferred but will not be required. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, and relation applicants.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.