

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-058 **Issue Date:** 03-27-15 **Closing Date:** 04-09-15

Truancy Officer
Yakama Nation Probation Services
Justice Services
Hourly Wage: \$17.70/Regular/Full-Time

The Truancy Officer is and Officer of the Yakama Nation Courts and their primary authorities and responsibilities are derived from the Revised Yakama Code. The Truancy Officer's goal is to encourage and promote regular school attendance for Native students throughout the Yakama Nation Reservation. The Truancy Officer must work closely with the attendance officer of numerous school districts to identify students (subject to the Yakama Nation's jurisdiction) who have excessive absences. The Truancy Officer will provide appropriate intervention services for students with excessive absences, and as a last resort will be required to prepare and file a Truancy Petition in the Yakama Nation Children's Court. The Truancy Officer will monitor the student's compliance and submit reports to the Court until final disposition and closure of the case. The Truancy Officer may be required to assume other Probation Case Assignments as determined by the Supervisory Probation Officer.

Knowledge, Skills and Abilities:

- Ability to demonstrate excellent verbal, written and interpersonal communication skills.
- Ability to safely lift a minimum of 40 or more pounds.
- Ability to work independently with good judgement and must take considerable safety precautionary efforts in potentially high risk situations or settings.
- Ability to work in a fast paced work/school environment with complete mobility.
- Knowledge of and ability to follow the Yakama Nation Law and Order Code and adhere to the administrative policies and procedures of the Yakama Nation.
- Knowledge of the customs and traditions of the Yakama people and the ability to apply culturally competent services to students and their families.
- Ability to work as a team member.
- Ability to keep accurate and complete records and prepare reports in a timely manner.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work.
- Ability to multi-task in a fast paced, stressful working environment.
- Skill and basic competency with computer programs: Microsoft Office, database programs etc.

General Recruiting Indicators:

- Minimum of at least two years of post-secondary higher education required, with at least an Associate of Arts/Science Degree in Social Sciences or Criminal Justice fields preferred.
- Three years of full time experience working within the Yakama Nation community with high-risk youth and/or families preferred.
- Previous work experience in a school and/or court setting preferred.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must pass extensive pre-employment Criminal Background Check as this position requires working in school settings with children.
- Shall not be subject to any crimes against a child or person, or the subject of valid Child Abuse or Neglect Report.
- Must follow strict adherence to the RYC and Yakama Nation policies.
- High performance and work attendance expected.
- Must attend Tribal Probation Academy or another approved specialized training academy and be certified within one year of hire.