



Native American Community Services of Erie & Niagara Counties, Inc.

1005 Grant Street • Buffalo, NY 14207-2854 • (716) 874-4460 • Fax (716) 874-1874
1522 Main Street • Niagara Falls, NY 14305 • (716) 299-0914 • Fax (716) 299-0903

www.nacswny.org

Michael N. Martin

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: PREVENTION SPECIALIST - PT
Type: Part-Time (PT) / Hourly (15 Hours weekly) / Non-exempt
Hours: Traditional
Salary: \$15.50 hourly
Office: Erie & Niagara Counties

Summary

Provide evidence-based prevention curricula to youth and community members as part of an overall strategy addressing alcohol and substance related issues, among other at-risk subjects. Key roles include classroom setting presentations, outreach, recruitment, and engagement of participants.

Duties / Tasks

- | | |
|---|---|
| <ul style="list-style-type: none"> # Comfortably and accurately present sensitive material regarding all topics of prevention to both youth and adults # Perform effectively within a classroom setting # Deliver comprehensive, evidence-based, medically accurate, age & stage appropriate, education workshops/sessions | <ul style="list-style-type: none"> # Connect participants with proper services # Develop referral resources and linkages # Collaborate w/ local community resources # Participate w/ outreach # Accurately collect and report data # Complete all paperwork and reports on time |
|---|---|

*Qualifications:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Bachelor's degree in Human Services or related • NYS Teaching Certification + • Two (2) years experience w/ at-risk youth • Competency in issues regarding: A/SA, family planning, and reproductive health ++ • Comfortable in front of an audience • Certified CPR and First Aid training • Skillful in classroom management • Computer savvy • Knowledge of the local Native American community | <ul style="list-style-type: none"> • Outgoing, upbeat, able to get things done • Able to abide by a smoke-free policy • Capable of lifting at least 25 lbs. • Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k • Acceptable outcome of background investigations • *All hires at the discretion of the Executive Director |
|---|---|

For Consideration: Send Cover AND Resume

Email (only): ccaulder@nacswny.org

Subject: **PrevSpec PT 2017**

Closing Date: When Filled



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POSITION AVAILABLE

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Posting Date: November 2017
Position: PREVENTION SPECIALIST
Type: FT / Hourly / Non-exempt
Hours: Traditional
Salary: \$15.50 hourly
Office: Erie & Niagara Counties

Summary

Provide evidence-based prevention curricula for youth and community as part of an overall strategy that addresses alcohol related issues, among other at-risk subjects. Key roles include outreach, recruitment, and engagement of participants. Must be comfortable in front of an audience.

Duties / Tasks

- | | |
|---|---|
| <ul style="list-style-type: none"> # Comfortably and accurately present sensitive material regarding all topics of prevention to both youth and adults # Perform effectively within a classroom setting # Deliver comprehensive, evidence-based, medically accurate, age & stage appropriate, education workshops/sessions | <ul style="list-style-type: none"> # Connect participants with proper services # Develop referral resources and linkages # Collaborate w/ local community resources # Participate w/ outreach # Accurately collect and report data # Complete all paperwork and reports on time |
|---|---|

*Qualifications:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Bachelor's degree in Human Services or related • NYS Teaching Certification + • Two (2) years experience w/ at-risk youth+ • Competency in issues regarding: A/SA, family planning, and reproductive health ++ • Comfortable in front of an audience • Certified CPR and First Aid training • Skillful in classroom management • Computer savvy | <ul style="list-style-type: none"> • Knowledge of the local Native American community • Outgoing, upbeat, able to get things done • Able to abide by a smoke-free policy • Capable of lifting at least 25 lbs. • Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k • Acceptable outcome of background investigations • *All hires at the discretion of the Executive Director |
|--|---|

For consideration send: Cover AND Resume (both required)

Email (only): ccaulder@nacswny.org Subject: **PrevSpec2017**

Closing Date: When Filled



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POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: (Sexual) Health Educators
Type: FT (forty (40) hours weekly) / Hourly / Non-exempt
Hours: Non-Traditional (evenings, weekends)
Salary: \$15.50 hourly
Office: Erie & Niagara Counties

Summary

Expanding Comprehensive Adolescent Pregnancy Prevention and Teen Pregnancy Prevention programs providing evidence-based sexuality education to youth and community. Give presentations, outreach, recruitment, and engage participants. Must be comfortable in front of an audience in a classroom setting discussing sensitive material. Must be available to work some evenings and weekends.

Duties / Tasks include:

- | | |
|--|--|
| <ul style="list-style-type: none"> ☞ Comfortably, confidently, and accurately present sensitive material regarding sexuality, STI & HIV risk reduction, and family planning to both youth and adults ☞ Deliver comprehensive, evidence-based, medically accurate, age & stage appropriate, sexuality education workshops / sessions ☞ Maintain best practices | <ul style="list-style-type: none"> ☞ Ensure compliance with all mandates relevant to the Program ☞ Adhere to all legal, ethical, and professional practice standards ☞ Follow through with commitments including meeting established timelines ☞ Prepare any paperwork and reports on time |
|--|--|

*Qualifications:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Bachelor's degree in Human Services or related • Adept in matters concerning family planning, reproductive health, alcohol & substance abuse, and related health issues • Classroom management skills + • Two (2) years' work experience w/ at-risk youth+ • Certified CPR & First Aid training • Computer savvy • Outgoing, upbeat, able to get things done • Familiarity with the local Native American community | <ul style="list-style-type: none"> • Knowledge of community services and linkages • Able to abide by a smoke-free policy • Working knowledge of MS Office • Capable of lifting at least 35 lbs. • Clean valid NYS driver's license w/ own transportation & auto insurance 100/300k • Acceptable outcome of background investigations • *All hires at the discretion of the Executive Director |
|--|--|

For Consideration: Send Cover AND Resume

Email (only): ccaelder@nacswny.org

Subject: (S)HE 2017

Closing Date: When filled

Native American Community Services of Erie & Niagara Counties, Inc.
1005 Grant Street, Buffalo, NY 14207
(716) 874-4460

POSITION AVAILABLE
Equal Opportunity Employer

Posting Date: November 2017
Position: Family Preservation Caseworker
Type: Full-time (40 Hours) / Hourly / Non-exempt
Salary: \$16.11 hourly
Site: Niagara & Erie Counties

Summary: *Family Preservation Caseworkers serve as generalists providing support and service delivery to children, families, and Agency staff involved with all facets of family preservation. This may include Niagara County assignments and may be targeted for the area of service in most need.*

Duties / Tasks

- Traditional Preventive
- Foster Care support
- Niagara County Parenting
- Medicaid Service Coordination
- Intensive Home Based (TBD)
- Attend staff meetings and mandatory trainings
- Promote safety at all times
- Be a positive role model
- Enthusiastically encourage an optimistic atmosphere
- Ensure contract compliance
- Complete any paperwork and reports on time

***Qualifications**

- Bachelor's Human Services, Social Work, or related
- Two (2) years exp w/ Child Welfare
- MAPP trained +
- ICWA understanding +
- CONNECTIONS experience+
- Knowledge of the local Native American community & resources
- Computer savvy
- Commitment to performance
- Outgoing, upbeat, able to get things done, can-do attitude
- Solid interpersonal skills
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k
- Acceptable outcome of background investigations
- Able to successfully perform in a tobacco-free environment
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume ● **Email (only):** ccaalder@nacswny.org ● **Subject:** FPC 2017



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POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: Community Service Worker
Type: Hourly / Casual (as needed) / Non-exempt
Hours: As needed
Salary: \$13.50 hourly
Office: Erie and Niagara Counties

Summary

The Community Service Worker partners with caseworkers and families to design, plan, and implement positive educational, recreational, and social activities for clients. They help clients achieve the activities of daily living. They may assist with managing health care, managing finances, obtaining and using transportation, or securing medical appointments, among other tasks.

Duties / Tasks

☞ Covered Services

- Skill Building
- Hourly Respite
- Teacher Aide
- Parent Aide
- Mentoring
- Recreation
- Group Recreation

- Family Support
- Rise & Shine
- Tutoring
- Behavior Management Services
- Vendor Transportation
- ☞ Complete any paperwork and reports on time

*Qualifications:

- HS diploma / GED / TASC
- Computer savvy
- 3Es: empathetic, encouraging, and enthusiastic
- Client-centered attitude
- Flexibility, poise, tact, and ability to establish rapport w/ individuals of various backgrounds
- Effective problem solving, organizational, and time management skills
- Able to abide by a smoke-free policy
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own reliable vehicle with 100 / 300k liability coverage
- Acceptable outcome of background investigations
- Medical clearance & validation of current TB inoculation
- *All hires at the discretion of the Executive Director

For Consideration:

Send Cover & Resume (BOTH required)

Email (only): ccaelder@nacswny.org

Subject: CSW2017

Native American Community Services of Erie & Niagara Counties, Inc.
1005 Grant Street, Buffalo, NY 14207
(716) 874-4460

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: TUTOR (NACS After-School Program)
Type: Hourly / Non-exempt / Casual (as-needed)
Salary: \$12.00 hourly

Summary: *The NACS After-School Program provides a high quality after-school Program focusing on academic enrichment, positive youth development, and family engagement. Children (grades K through 4) and their families will have opportunities to become involved in culturally relevant activities focusing on academic achievement, experiential learning, health and fitness, as well personal skills enrichment. It is the Program's mission to encourage life-long learning.*

PASS (Positive Action Sustains Success) K-4

Duties / Tasks

- | | |
|---|---|
| ☞ Follow Common Core | ☞ Be a positive role model |
| ☞ Work closely w / teachers delivering objectives | ☞ Enthusiastically encourage an optimistic atmosphere |
| ☞ Assist w/ supervision of students | ☞ Ensure contract compliance |
| ☞ Display leadership | ☞ Complete any paperwork and reports on time |
| ☞ Be an active participant in all projects | |
| ☞ Promote safety at all times | |

*Qualifications:

- | | |
|--|--|
| • High-school grad | • Effective problem solving, organizational, time management, oral, & written communication skills |
| • Bi-lingual + | • Capable of lifting at least 25 lbs. |
| • CPR and First Aid training certificate(s) | • Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k |
| • Experience working w/ at-risk and academically challenged youth + | • Acceptable outcome of background investigations |
| • Knowledge of the local Native American, immigrant, & refugee communities | • Able to successfully perform in a tobacco-free environment |
| • Commitment to performance | • *All hires at the discretion of the Executive Director |
| • Outgoing, upbeat, get things done; can-do attitude | |
| • Solid interpersonal skills | |
| • Computer & social media savvy | |

For Consideration (REQUIRED):

Send Cover AND Resume

Email (only): ccaelder@nacswny.org

Subject: TUTOR

Closing Date: ongoing

Native American Community Services of Erie & Niagara Counties, Inc.
1005 Grant Street, Buffalo, NY 14207
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POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: Financial Literacy Program Specialist (SEASONS)
Type: Full-time (40 Hours) / Hourly / Non-exempt
Salary: \$14.90 hourly
Site: Niagara & Erie Counties

Summary: SEASONS is a financial literacy program designed to strengthen the economic activities of the local Native American community while infusing cultural teachings and activities. The Specialist will provide instruction / workshops in all aspects of financial literacy. The Specialist will also arrange for cultural presentations / workshops by recognized Native American community leaders, blending financial literacy with cultural teachings. This position works from both Erie & Niagara Counties.

Duties / Tasks

- Effectively work to plan & promote community programming & cultural activities
- Assist on developing strategies for addressing the social & economic challenges of the NA community
- Coordinate and provide instruction / workshops in all aspects of financial literacy including, but not limited to, financial self-improvement, life skills, credit / debit differences & advantages, leadership & business opportunities
- Foster & maintain community partnerships
- Attend staff meetings and mandatory trainings
- Promote safety at all times
- Be a positive role model
- Enthusiastically encourage an optimistic atmosphere
- Ensure contract compliance
- Complete any paperwork and reports on time

*Qualifications:

- High school graduate
- Bachelors in related field (e.g. business, finance, economics) + and preferred
- Comfortable & effective public speaker
- Analytical & detail orientated
- Strong communication skills & ability to influence others
- Knowledge of the local Native American community & resources
- Computer savvy
- Commitment to performance
- Outgoing, upbeat, able to get things done, can-do attitude
- Solid interpersonal skills
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation and auto liability insurance coverage of 100/300k
- Acceptable outcome of background investigations
- Able to successfully perform in a tobacco-free environment
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume ● **Email (only):** ccaulder@nacswny.org ● **Subject:** SEA FinLit



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Michael N. Martin

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: Community Engagement Specialist (AOR)
Type: PT (Twenty (20) hours weekly) / Hourly / Non-exempt
Hours: Semi-Traditional (some evenings, weekends)
Salary: \$10.00 hourly
Office: Erie & Niagara Counties

Summary

Responsible for outreach efforts, social media communication, recruiting participants, staffing Community cultural events, assisting with promotion of All Our Relations (AOR) events, and supporting volunteer program.

Duties / Tasks include (but not limited to):

- ☛ Support and participate in publicity efforts
- ☛ Community outreach
- ☛ Staff AOR cultural events
- ☛ Help monitor Website to keep it current
- ☛ Document accurately program deliverables & staff efforts

- ☛ Assist with set-up and clean-up for events
- ☛ Assist with prep materials
- ☛ Prepare any paperwork and reports on time
- ☛ Be an active member of our maintenance teams

*Qualifications:

- Associate's degree in hospitality, communications, public relations, or related
- Data base management skills
- Highly organized
- Social media and computer savvy
- Quality driven
- Outgoing, upbeat, able to get things done
- Familiarity with the local Native American community
- Able to abide by a smoke-free policy
- Capable of lifting at least 25 lbs.
- Clean valid NYS driver's license w/ own transportation & auto insurance 100/300k
- Acceptable outcome of background investigations
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume

Email (only): ccaulder@nacswny.org

Subject: CES

Closing Date: when filled



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Native American Community Services of Erie & Niagara Counties, Inc.

MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

1005 Grant Street ● Buffalo, NY 14207-2854 ● (716) 874-4460 ● Fax (716) 874-1874
1522 Main Street ● Niagara Falls, NY 14305 ● (716) 299-0914 ● Fax (716)299-0903
76 West Avenue ● Lockport, NY 14094 ● (716) 302-3035 ● Fax (716) 302-3037

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: Gathering of Good Minds Project Coordinator
Type: Salary / Exempt
Salary / Range: \$35,000 annually
Office: Erie & Niagara Counties

Summary

Responsible for planning, coordinating, logistics, and implementation of the goals and objectives of the First Nations Health and Wellness Planning Initiative. This includes building and maintaining relationships with all local and state Native American nations as well as off-reservation Native American community members. Collaboration with the Communications Coordinator is vital to the development of all promotional materials, press releases and website creations related to the Project. A strong, well-rounded knowledge of the local and NYS Native American Community is essential and mandatory.

Duties / Tasks

- ☛ Coordinate all activity & manage the logistics related to the GGM annual event
- ☛ Build & maintain relationships w/local & statewide Native American communities
- ☛ Create, update, & maintain relevant database(s) & calendars
- ☛ Collaborate w/ Communications Coordinator developing promotional materials, press releases, & website

- ☛ Expand relationships w/ key supporters of the Initiative
- ☛ Meet monthly w/ Deputy Director
- ☛ Abide by the policies set by the Agency
- ☛ Complete all paperwork on time
- ☛ *This list may not be all-inclusive*

*Qualifications:

- Bachelors marketing, promotions, branding, or related
- Solid knowledge of local & statewide Native American community
- Experience w/ event planning & management
- Experience in not-for-profit organizations
- Demonstrated ability to write & edit clear, engaging, and grammatically correct content
- Creative thinking & problem solving skills
- Experience using social media platforms
- Upbeat, able to get things done, alone or with multiple individuals

- Able to manage several projects at once
- Effective problem solving, organizational, and time management skills
- Able to abide by a smoke-free policy
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation and auto liability insurance of 100/300k
- Acceptable outcome of background investigations
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover & Resume **Email (only):** ccaelder@nacswny.org **Subject:** **GGMPC 2017**

Closing: When filled