

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: February 5, 2025
FROM: Human Resources Department
RE: CLAS Training Assistant

The Human Resources Department is currently taking applications for a full-time CLAS Training Assistant. The attached position announcement must be posted ten (10) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabioxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, February 15, 2025 at 4.00 p.m.

Date and hour posted: _____ :_____.m.

Date and hour removed: _____ :_____.m.

Attachment: job ad



JOB DESCRIPTION

Job Title: CLAS Training Assistant	Department: Health Department
Reports to: 988 Tribal Response Program Specialist	Employment Status: Full-Time
Classification: Exempt	Salary Range: \$15 to \$20 per hour
Supervisory Status: non-supervisory	Revision Date: January 5, 2025

Summary: The CLAS (Culturally and Linguistically Appropriate Services) Training Assistant (TA) create curriculum for and provide culturally sensitive training as needed for all 988 call centers in Texas and will subsequently call centers that are to be opened. This position will assist the program staff in-person and on-boarding training to all oncoming staff and 988 Call centers, via ZOOM and/or in-person. This position will work under limited supervision with considerable latitude for the use of initiative and independent judgment.

Essential Duties and Responsibilities

- Create CLAS curriculum for culturally sensitive training for 988 call Centers in Texas,
- Provide culturally sensitive CLAS training for 988 call Centers in Texas,
- Assist the program manager in identifying and recruiting local 988 call centers for CLAS training,
- Assist program staff and partners in on boarding via Zoom and in-person sessions,
- Coordinate events for program activities via Zoom and in-person,
- Assist program specialist in implementing Public Safety Answering Points, mobile crisis outreach, emergency department visits, and/or inpatient hospitalization,
- Assist grant staff in developing tribe-specific community resources for all tribal communities; and
- Other duties may be assigned

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Highly organized with excellent interpersonal and communication skills, attention to detail, and time management
- Proactive and diligent in work flow and resolution of issues
- Strong coordination skills for grant activities with the team; ability to self-manage
- Commitment to keep and maintain confidentiality requirements
- Skillful in gathering and analysis of information, including ability to read and understand assessments and evaluations
- Culturally sensitive to Native American issues
- Knowledge of common chronic disease, mental health and infectious disease management and prevention techniques

- Excellent written and oral communications skills

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- A Bachelor's degree or higher with experience in culturally sensitive curriculum development; OR
- At least four (4) years of verifiable experience implementing or designing culturally sensitive curriculum and/or managing culturally sensitive outreach and training, required;
- Preference will be given to candidates with a degree in social work.

Certificates and Licenses:

- Must possess a valid State Driver's License
- Must successfully pass a criminal background check

Supervisory Responsibilities:

- This is a non-supervisory position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.