

Mentor needs to possess a flexible schedule working some weekends and evenings.

Possess the ability to work as a member of a team.

Excellent oral and written communication skills are required.

Must have strong organizational follow up skills.

Needs to be able to assist student in school work up to a 6th grade level.

Understand the bureaucratic intricacies of dealing with schools, businesses, and civic organizations on the Qualla Boundary.

Must possess enthusiasm in everyday activities with children

Mentors must be willing to shift and/or change responsibilities as needed.

Job Knowledge:

Must have an understanding of the guidelines, policies and procedures of the Cherokee Choices (REACH 2010) grant. Possess organizational and coordinating skills that require planning, coordinating, and administration of activities and events aimed at the reducing the incidence of Type 2 diabetes and promoting well-being. Knowledge of healthy nutrition and exercise habits of elementary age children is required. Knowledge of human growth and developmental milestones is required. Knowledge of group leadership and the ability to lead children in a multitude of activities specializing in arts and crafts is required. Knowledge of Native American arts and crafts is preferred. Requires clerical and computer skills, including familiarity with Microsoft Office. Must have the ability to establish and maintain working relationships with students, school staff community participants, and coworkers and outside contacts. Must possess a valid North Carolina driver's license. Must have or be able to obtain first aid and CPR training. Must submit to and pass a federal background check per regulations for working with children.

Complexity of Duties:

Multi tasking is required. Must communicate and respond appropriately to various situations. Judgment and initiative are required to maintain accuracy, efficiency, and to meet deadlines.

Supervision Received:

Position is supervised by the Behavior Change Specialist 2.

Responsibility for Accuracy:

Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the program

activities. Follows well defined reporting procedures, guidelines, REACH 2010, and tribal program policies as set forth by the CDC and EBCI.

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Contacts with Others:

Interacts frequently with school personnel, students, coworkers, and other tribal personnel. Has outside contacts with program participants, partners, community members, and agency representatives in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and business etiquette to assure the maintenance of a positive working relationship.

Confidential Data:

Damage to the program reputation and participant relationships could result if information is disclosed improperly. Must become familiar with and adhere to all applicable confidentiality laws and tribal confidentiality policies and procedures. Will ensure that all persons gathering data for the program are aware and abide by such regulations.

Mental/Visual/Physical Effort:

Close concentration and attention to detail are required during planning/organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job, must be able to sit, walk, reach, bend arms, and have manual dexterity. Regular participation in moderate physical activity is required. Visual acuity and the ability to speak and hear are required.

Environment:

Works in a school and classroom environment with visits to the community, schools, and to other offices. Conducts activities and programs in the outdoors with moderate physical movement required. Has some exposure to disagreeable working conditions.