



EMPLOYMENT OPPORTUNITIES

Job Title: Youth Development Specialist

Closing Date: 11/26/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-056

Job Type: Full-Time Regular

Department: Tribal Social Services – Residential Programs for Youth

City: Sacaton, AZ

Location: 505 S. Pear Road

Area of Interest: Social Services

Salary/ Hourly Rate: Range \$18.61 - \$29.01 Hourly

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Youth Development Specialist is responsible maintaining a home-like atmosphere and providing daily care, training, supervision, and discipline of children from birth through 17 years of age residing in the Residential Program for Youth, which is a 24-hour residential facility. The Youth Development Specialist will implement treatment plans and provide care and supervision for the residents.

ESSENTIAL FUNCTIONS:

- Provide continuous supervision of residents through verbal and emotional support tailored to the needs of each resident; Teach and support resident(s) in meeting age-specific benchmarks as it related to social and emotional needs, language/communication, cognitive and movement/ physical development on a daily basis; Closely monitor the mood of resident(s) and act proactively to address all needs and concerns; Closely monitor resident(s) who have displayed verbal or physical cues of self-harm.
- Maintain and review all appropriate paperwork as specified in program policies and procedures this will include: contact sheet, medication log, hourly head counts, shift reports, incident reports, medical reports, legal documents, inventory sheets, and radio sign in/out sheets, vehicle maintenance logs, mileage logs, and gas receipts.
- Maintain program structure by following program Standard Operating Procedures, which includes housekeeping and mealtime serving.
- Engage and support residential youth in completing homework, creating positive peer relationships, and building a sense of ownership and responsibility in their behavior.
- Support residential youth in daily maintenance/cleaning of their rooms, common areas, good hygiene practices, and maintain a healthy home like atmosphere.
- Work with clinical team to ensure treatment plans are current and appropriate for the needs of the residents; Refer safety plans to the clinical team; Advocate to the clinical team and supervisors to ensure the physical and mental needs of the resident(s) are met; Provide input for behavioral plans and Child and Family Team meetings; Give updates to Case Manager upon request from supervisor.

- Supervise, coordinate, and participate in planning organized activities and responsible for driving residents to and from school or activities; Follow detail daily calendar of events that include medical appointments, counseling sessions, behavioral groups, educational classes, family visitation, recreation, and therapeutic activities.
- Responsible for making sure all residents basic needs are met; Provide mentorship and guidance through daily interactions with the residents.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of residential shelter programs.
- Knowledge of chemical dependency and other issues affecting Native American Youth.
- Knowledge of Native American cultures.
- Knowledge of managing group dynamics and conflict resolution.
- Knowledge and ability to follow all behavior management, protocols, and procedures.
- Be of good moral character and have good physical and emotional health.
- Ability to withstand physical and emotional stress of carrying on responsibilities for a group of active children.
- Ability to be non-judgmental and work professionally with others in a team environment.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate records and prepare reports in a timely manner
- Must be of high moral character and unconditionally trustworthy.
- Ability to be flexible in days and hours for availability of schedules work including evening, weekends, and holidays.
- Ability to adhere to the professional code of ethics.
- Ability to participate in classes and groups with youth as appropriate.
- Ability to participate in activities which may include walking, jumping, running, bending, stooping, playing, sitting, swimming, or climbing.
- Ability to encourage positive behaviors and skill development.
- Ability to maintain a Tribal Operator's permit.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or GED and two (2) years' experience working with children and/or youth, which included supervising, nurturing, caring, or meeting basic the needs for children, preferably in a residential setting.
- Associate's degree from an accredited college or university in Social Science or a closely related field is preferred.

ADDITIONAL REQUIREMENTS:

- Must be 21 years of age.
- Required to have a certificate of completion in Conscious Discipline, Non-violent Crisis Prevention Intervention, Suicide Prevention, Trauma Informed Care, Food Handling, Medical Administration Technician training and any additional training, education, or certification pertaining to the program policies and procedures within the first six (6) month of employment from the date of hire and must continue to maintain throughout duration of employment.
- Required to a pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.

ADDITIONAL REQUIREMENTS: (Continued)

- Required to pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Maintain current CPR & First Aid Certification or obtain within ninety (90) days of hire.
- Must pass a TB skin test and physical examination; provide proof/results prior to hire date, and must be able to lift and carry at least 50 pounds.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**