

# THE MI'KMAQ NATION

## JOB DESCRIPTION

**TITLE:** OJP Program Aide

**CLASSIFICATION:** Hourly/Part-Time Regular

**IMMEDIATE SUPERVISOR:** Assistant Education Director

**PAY RANGE:** \$16.00 - \$18.00

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** The OJP Program Aide facilitates activities and engages in healthy and fun ways to ensure the physical safety, and emotional health of at-risk youth. Daily data collection and participation in community events is required, while demonstrating professional and positive representation of Mi'kmaq Nation and The Boys & Girls Clubs of Border Towns. The OJP Program Aide also provides administrative assistance to the Assistant Education Director and performs tasks pertaining to project enrollment and participation.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High school diploma or GED equivalent required with 2 years-experience organizing and facilitating activities for youth. **Will provide training to suitable candidate.**

**LICENSES OR CERTIFICATIONS:** Valid State of Maine driver's license.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Excellent written and oral communication skills. Knowledge and experience with Mi'kmaq culture. Effective interpersonal skills and an ability to communicate with children and youth daily. Basic computer skills. The ability to work independently and as part of a team.

**WORKING CONDITIONS:** Primarily on-site, with youth but may include travel throughout Aroostook County to transport youth and attend community events as necessary. Flexibility to go from one work condition to another within the same day.

### **FUNCTIONS/TASKS:**

- Implement and facilitate delinquency prevention program activities for at-risk youth.
- Create fun and engaging ideas to encourage youth to participate in the program.
- Utilizes resources to engage youth in fun and interesting ways.
- Ensure programs/activities address the member's needs in their gender and cultural diversity.
- Complete data collection and other documentation while processing it according to daily protocol.
- Attend outreach functions to build relationships with the community, families and youth.

- Any other tasks deemed necessary to better the quality of the OJJDP program or the safety, health and welfare of the families and youth attending, as required by the Assistant Education Director.
- Maintain confidentiality about all aspects of youth and their families, staff performance, and written and oral records.

## EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently." Ability " means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others. If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: May 19, 2025**

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**