

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-249      **Issue Date:** 09-05-18      **Closing Date:** 09-19-18

**Truancy Officer**  
**Probation Services**  
**Department of Justice Services**  
**Hourly Wage: \$17.70/Regular/Furlough**

Truancy Officer must be able to investigate and prepare a Truancy Petition to be submitted to the Yakama Nation Children's Court for truancy hearing. Must prepare and work closely with school district attendance officers on attendance data for Truancy Offenders to improve daily attendance for students who are eight (8) years of age and not over eighteen (18) years of age as cited in the Yakama Nation Revised Law and Order Code for Truancy. The goal is to encourage and promote regular school attendance for Native students throughout the Yakama Nation reservation. The Truancy Officer may be required to assume other Probation Case Assignments as determined by the Probation Supervisor.

**Knowledge, Skills and Abilities:**

- Must have excellent verbal, written, and interpersonal communication skills.
- Must be able to safely lift a minimum of 40 or more pounds.
- Ability to work safely, with good judgement, independently, and as a team member when needed.
- Ability to multi-task in a fast-paced work/school environment, with complete mobility.
- Must follow Yakama Nation Law and Order Code, and adhere to administrative policies and procedures for the Yakama Nation.
- Ability to maintain confidentiality of school records and information.
- Must keep accurate and complete records for reporting purposes.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and quality of work.
- Basic competency with computer programs (Microsoft Office, spreadsheets, etc.) or willingness to learn.
- Be a positive role model and be alcohol/drug free.
- Knowledge of customs and traditions of the Yakama people and the ability to apply culturally competent services to students and their families.

**Minimum Qualifications:**

- Associate's Degree in Social Science or Criminal Justice related fields.
- Must pass pre-employment drug test.
- Must pass extensive pre-employment criminal background check as this position requires working in school settings with children. Shall not be a subject to any crimes against a child or a person, or the subject of a valid Child Abuse or Neglect Report.
- Must possess a valid Washington State Driver's License be able to obtain Yakama Nation Driving Permit.
- Must maintain high ethical standards in both professional and personal capacity. Shall not be subject to any criminal charges while maintaining this position. Strict adherence to the Revised Yakama Code and Yakama Nation Policies are required.

**Preferred Qualifications:**

- Previous work experience with school staff and students preferred.
- Three years of full time experience working within the Yakama Nation Community with high-risk youth and families.