



**FAIHP**  
Fresno American Indian Health Project



## **JOB VACANCY ANNOUNCEMENT**

Fresno American Indian Health Project is seeking a qualified and committed team member for the following position:

### **Instructional Aide**

Title: Instructional Aide  
Department: Administration  
Supervised by: Clubhouse Program Manager  
Supervises if applicable: None  
Travel Required: Some  
Salary Range: Starting at \$15.00/hour  
Type: Part-time; 20 hours per week, Non-Exempt

Under direct supervision of the Clubhouse Program Manager, provides quality academic tutoring. Creates and implements tutorial programs that guide and assist students with homework, problem solving, report writing, and test preparation. Maintains appropriate records of attendance and activities. Maintains confidentiality of all privileged information.

#### **MANDATORY MINIMUM REQUIREMENTS**

- Associates Degree in Education or related tutoring discipline, one year tutoring experience; or any equivalent combination of education and experience that could likely provide the required knowledge and skills and abilities to perform the duties of this position.
- Must be at least 18 years of age.
- Ability to communicate effectively and develop a working relationship with Native American students, parents and school officials.
- Ability to work with Native American children from diverse and economic backgrounds.
- Ability to follow written and verbal direction.
- Ability to pass in depth background checks including driving record, criminal background, employment verification and educational background.
- Demonstrable experience utilizing a computer, typing, and utilizing basic software.
- Valid California Driver's license that is insurable on the company vehicle insurance policy.

**Posting Date: 09/05/2019**

**Closing Date – Open Until Filled**

**Submit Resume or CV to [jobs@faihp.org](mailto:jobs@faihp.org)**