



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

INSTRUCTIONAL AIDE II

Department: Youth Services
Reports to: Club House Project Manager
Supervises: No
Travel Required: Occasionally
Starting Salary: \$22.00 per hour
Type: Full-time, 35 hours, non-exempt

POSITION SUMMARY:

The Instructional Aide II is responsible for providing personalized instructional services for students in grades K-12 to assist them in their educational endeavors. Providing educational support, guidance, and ultimately academic success to Native American students, this position assists, supports, and works closely with teachers, administrators, and other team members.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor of Science or Art from an accredited university.

EXPERIENCE:

- Minimum experience directly related to the duties and responsibilities specified in this job description.
- Experience working with Native American students and communities preferred.

LICENSE/CERTIFICATIONS:

- Educational credentials preferred.
- Active CA driver's license

SKILLS:

- Ability to follow written and verbal directions.
- Intermediate to advanced computer skills, using MS Office suite (Word, Excel, Outlook, PowerPoint).
- Familiarity with general office equipment (e.g., copier, scanners, fax, etc.)
- Strong written and verbal communication skills.
- Problem-solving skills and resourceful thinking.
- Strong empathy and interpersonal skills.
- Detail-oriented and excellent organizational skills.
- Attention to detail and analytically driven.
- Patience and knowledge to work with culturally diverse students, parents, and staff.

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Life Insurance
- Sick
- Dental Insurance
- 403(b) retirement
- 16 paid holidays
- Vision
- Vacation
- per year

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org

Posting Date: 05/10/2023

Closing Date- Open until filled