



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT
P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (928) 977-2727
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Immersion Instructor (1)

Salary: \$20.00 Hourly

Opening: Monday, August 4, 2025

Closing: Friday, August 15, 2025

BASIC FUNCTION:

This position is responsible for the overall implementation of immersion project tasks, the instructor immerses learners in the language, culture, environment, and heritage of the Quechan people. This position is under the direction of the Language Director and the Language Coordinator.

DUTIES & RESPONSIBILITIES:

- The Language immersion instructor will provide immersion by surrounding the learner with the Kwatsáan language through hearing, feeling, and seeing the language. The instructor will teach conversational language through content such as math, art, social studies, etc.
- Utilizes modern technology as well as a one-to-one conversation to present the language through everyday basic concepts.
- Plans lessons daily with appropriate goals and objectives in the Kwatsáan Curriculum.
- Operates basic computer software to include Word, Excel and Miromaa; Operates other standard office equipment.
- Maintains accurate and complete records of Kwatsáan learner's progress.
- Carries out oral and written instructions in a timely and efficient manner and maintains effective working relationships with co-workers.
- Maintains work area in a tidy manner.
- Maintains and upgrades skills/knowledge as required by attending training/workshops.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Must speak and understand the Kwatsaan Language
- High school diploma or GED, and computer certification and knowledge of record keeping. Advanced courses/certificates in secretarial training are preferred.
- Must possess good written and oral communication skills.
- Knowledge and ability to effectively operate a computer and computer software and standard office equipment.
- Must possess a demonstrated ability to maintain the confidentiality of clients and client records.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 279
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com
Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.