



TRIBAL PERSONNEL DEPARTMENT

REPOST

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JOB TITLE: Native Connections Grant, Prevention Coordinator
SUPERVISOR: Project Director
LOCATION: Peter Christensen Community Health Department
POST DATE: December 28, 2018
CLOSING DATE: Open until filled

General Description: This position is responsible for developing, implementing and coordinating activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Project Director, Prevention Staff and Evaluator, and will implement required project activities for the Native Connections Suicide Prevention Program. The individual will work closely with stakeholders of the Lac du Flambeau Tribal Human Services Programs, the Native Connections Suicide Prevention Project and Gizhawaaso Coalition, SPF-PFS, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by federal and state funders. The program will focus on mental health, behavioral health, reducing suicide and substance use, collecting, analyzing, and reporting behavioral health, data based on the strategic action plan.

Qualifications: High School Diploma or Equivalent is required. Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. A minimum of two years working in the Human Services Field. Prevention Specialist Certification preferred or will obtain training and certification within 18 months of completion of the Native American Substance Abuse Prevention Skills Training (SAPST)

Salary: \$12.00-15.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Non-Exempt Position Description**

A. TITLE OF POSITION: Native Connections Grant, Prevention Coordinator

B. DEPARTMENT: Peter Christensen Community Health Department

C. SUPERVISOR'S TITLE: Prevention Department Program Director

D. DESCRIPTION OF DUTIES: This position is responsible for developing, implementing and coordinating activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Project Director, Prevention Staff and Evaluator, and will implement required project activities for the Native Connections Suicide Prevention Program. The individual will work closely with stakeholders of the Lac du Flambeau Tribal Human Services Programs, the Native Connections Suicide Prevention Project and Gizhawaaso Coalition, SPF-PFS, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by federal and state funders. The program will focus on mental health, behavioral health, reducing suicide and substance use, collecting, analyzing, and reporting behavioral health, data based on the strategic action plan. The applicant will be actively involved with the Lac du Flambeau Tribal Action Plan, attend all required grant meetings, trainings and development activities. Specific duties include but are not limited to:

1. Work closely with the Family Resource Center, Project Evaluator, Peter Christensen Health Center (PCHC), Minobimaadiziiwin Coalition, and other local coalitions to collect, analyze and report on behavioral health and community data as required
2. Implement local tribal Native Connections project activities.
3. Collect, store and compile local tribal project documentation.
4. Establish and maintain relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
5. Input data into SAMHSA's on-line data systems and other data systems as needed. Successfully complete data system training.
6. Participate in scheduled teleconferences with funders, federal technical assistance providers, and program evaluation partners.
7. Work closely with the community to identify, select and implement evidence-based practice/practice based evidence (EBP/PBE) prevention strategies are data driven, culturally appropriate, and that use the SAMHSA Strategic Prevention Framework.
8. Work closely with the Lac du Flambeau Tribal Action Plan.
9. Maintain a professional and personal code of conduct, which corresponds to the project goals. Maintain confidentiality as appropriate.
10. Must attend all required grant meetings, trainings and development activities.
11. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Normal office conditions, occasional heavy lifting, daily kneeling, stooping, bending and sitting, providing information to supervisors, and co-workers, by telephone, in written form, e-mail, or in person.
2. **External:** Contact with various community members, tribal programs and agencies.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently and collaboratively with supervision received from the Project Director.

H. EDUCATION: High School Diploma or Equivalent is required.

I. EXPERIENCE: Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. A minimum of two years working in the Human Services Field. Prevention Specialist Certification preferred or will obtain training and certification within 18 months of completion of the Native American Substance Abuse Prevention Skills Training (SAPST); which will be a paid training, must pass state criteria to obtain certification. Experience and knowledge of local tribal culture and customs.

J. SKILLS:

1. Must possess a valid Driver's License, liability insurance and personal vehicle for work-related transportation.
2. Good verbal and written communication skills.
3. Possess knowledge of AODA and/or suicide prevention programs and strategies.
4. Experience working with American Indian individuals and communities.
5. Proficient knowledge in use of email, word, excel, and power point.
6. Be a self-starter, initiate tasks and follow directives with minimal supervision.
7. Effectively participate as a team member.
8. Facilitating with small to medium group discussions, and community events.
9. Work with youth in program goals and activities.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office setting, community networking
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Normal bending, kneeling, stooping and sitting within an office setting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Prevention Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, consultants, providers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Tribal Administrator **Date**

HR Director **Date**

Employee **Date**