

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	SPRING Community Coordinator
Department:	Behavioral Health
Reports To:	SPRING Project Coordinator/Behavioral Health Manager
Status:	Non-Exempt
Salary Range:	\$17.37 to \$23.50 per hour / (\$36,121 - \$48,870) Annually
Level:	5
Terms:	Grant Funded Position thru August 31, 2021
Open:	May 14, 2019
Closes:	June 04, 2019

SUMMARY

Position functions as the SPRING Community Coordinator for the SPF PFS (Strategic Prevention Framework – Partnerships for Success) and assists Project Manager with other grants. Develops and assists with identifying, recruitment, retention, and maintenance of professional relationships for participation in community and tribal coalitions in their work on SPF PFS Prevention activities.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with all phases of strategy process: assessment, capacity building, planning, implementation, evaluation
- Assist with the ongoing community needs assessment and assessment of resources by interviewing community members, gathering existing and/or new data throughout the years of the project
- Assist with planning, implementing, and evaluating evidence-based programs, policies and practices
- Assist SPRING Project Coordinator with supervisory duties related to Outreach Workers and Prevention interns as needed or as directed by Behavioral Health Manager
- Participates in the SPRING Advisory Council, the Tribal Epidemiology Outcomes Workgroup (TEOW) and the Evidence-based Practices Workgroup
- Work with external project evaluators and/or epidemiologists, to ensure goals of project are being met, including the collection, analysis, and reporting of data to measure progress on key outcomes
- Assist with federal and tribal reporting requirements
- Attend community events to promote SPRING project and data collection efforts
- Participates on existing substance abuse community coalitions and works to develop new substance abuse coalitions
- Interact with the general public, school district administrators, teachers, program directors, and community groups to build community capacity
- Responsible for leadership of after-school and summer youth programs related to project
- Increase community awareness related to prevention of under-age drinking and substance use
- Work with LTBB accounting program (Microix) by submitting purchase orders for required SPRING Prevention programs
- Create and maintain the calendar of events located on Outlook for SPRING Prevention staff
- Educate and provide tools to the community coalition members for future sustainability
- Provides monthly and quarterly reports to the Project Coordinator

- Be proficient in Excel in developing spreadsheets, compiling reports, and maintaining data spreadsheets on a daily basis for the staff
- Assist with all phases of the SPRING's survey process.
- Create and maintain a data log on weekly staff activities, inventory of implementation incentives and evaluation plan
- Participate with youth groups in events such as picking vegetables, setting up and taking down tipis, etc.
- Participate with Jiiman Journey which will involve camping with and chaperoning youth, paddling a traditional Jiiman, setting up and breaking down camp, etc.

EDUCATION and/or EXPERIENCE

Bachelors Degree required, Masters preferred in Social Sciences or related field. Emphasis on Excel spreadsheets is required, along with experience with statistics. Previous experience working with Native American organizations preferred.

If in recovery, must have minimum of four years of sobriety.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to lift and move up to 50 pounds occasionally.
- Must be comfortable with working in outdoor environments in all sorts of weather.
- Able to pass test on Excel software.
- Experience with data management and analysis required.
- Must be able to travel outside of the state, may include flying.
- Must be able to work without direct supervision.
- Must be self-motivated, trustworthy, and dependable.
- Proficient in computer software programs, including spreadsheets, database and word processing. Must be able to navigate on the internet for program research, resource identification and successful proposal submittal.
- Advanced verbal and written communication skills and the ability to present effectively to various size groups.
- Must be detail-oriented.
- Must be able to communicate effectively in person and in writing with a wide range of people and provide community presentation when needed.
- Must understand how to empower people to work together for the good of the community
- Must maintain client confidentiality requirements of 42 CFR, Part 2, and HIPAA regulations.
- Able to work a flexible schedule that includes some nights, days, and weekend hours.
- Familiar and comfortable with Native American culture and traditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation, and be insurable.

COMMENTS

Indian Preference will apply. Position is contingent upon completing and passing a background check. Must have valid Michigan chauffer's license and be insurable.