

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: SPRING/Rx Grant Prevention Outreach Worker I
Department: LTBB Health Department
Reports to: SPRING Project Coordinator
Salary Range: \$11.85 to \$16.03 per hour (Full-Time: 40 hours per week)
Status: Non-Exempt
Level: 2
Terms: Grant Funded Position (Grant ends 2021)
Opens: May 07, 2019
Closes: May 28, 2019

SUMMARY: Conducts outreach activities for the SPRING grant. Distributes informational materials, conducting interviews for ongoing community needs assessment. Worker will compile reports for the SPRING Project and perform related outreach work including helping to implement evidence based programs, policies and practices. Prevention programs and other duties as assigned by the SPRING Project Coordinator and Prevention Health Educator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Tribal community members and provide outreach services to inform community about SPRING Project, SPRING prevention activities and other services available.
- Develop and maintain community partnerships.
- Assist with the collection of epidemiological data by interviewing community members for the SPRING ongoing community needs assessment.
- Assist in developing data source and epidemiological database.
- Assist in identifying data gaps and limitations.
- Assist in identifying gaps of services in the community.
- Assist with data entry.
- Engage and mentor Tribal community members including youth who serve on ACT, TEOW, Community Coalitions as well as those who participate in SPRING prevention activities.
- Schedule, arrange, or provide transportation when needed for SPRING projects.
- Keep records of all outreach contacts and activities using project forms, and provide monthly and quarterly reports to Project Coordinator.
- Help organize and participate in meetings, community presentations, and special events such as the health fair.
- Assist in implementing evidence based programs, policies, and practices.
- Must maintain client confidentiality requirements of 42 CFT, Part 2, and HIPAA regulations.

- Assist with implementation of strategies, specifically within a school setting assisting staff as educator.
- Must be willing to learn some Odawa language that will be used with the youth.
- Must be physically fit to walk distances, help out in lifting program materials and supplies, Have wellness and sports coordination, able to perform implementation, and other physical participation.
- Must be able to work in an outdoor environment like taking jiiimann journeys, assisting with the Nish Fish Prevention programs, assisting in collecting surveys, and placing out prevention materials in rainy weather.
- Must have experience working youth.
- Must be willing to serve as youth leader; including teach youth crafts as needed.
- Must be a co-leader for the youth in different activities and educational projects.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a working knowledge of general office and clerical practices, good organizational, verbal and written skills, and strong computer skills, including word processing and electronic file management. Must possess a basic knowledge of the local Tribal communities. Have the ability to work with and respect cultural, racial, gender, and sexual orientation differences. Ability to assist in development of informational materials.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred or related field. High school diploma or equivalent is required, while actively seeking bachelor's degree. Two years' experience as a prevention outreach worker, community health representative or family support worker preferred. Previous experience working with Native American organizations preferred. If recovering alcoholic/addict, must have minimum of four years of sobriety.

OTHER:

Must have a valid driver's license, availability of vehicle, be insurable and have a chauffer's license or be willing to attain one within two months of hire. Must be able to travel outside of the state, may including flying. Some evenings, weekends, and extended overnight work may be required. Must be able to work without direct supervision. Experience working with statistics preferred, but willing to train. Familiar and comfortable with Native American culture and traditions. Good interpersonal skills.

COMMENTS: Indian preference will apply. Position is contingent upon completing and passing a background check.