

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** SPRING Community Organizer

**Department:** Behavioral Health

**Reports to:** SPRING Project Coordinator/Behavioral Health Manager

**Salary Range:** \$18.15 to \$25.41 per hour/(\$37,759 to \$52,863) Annually

**Status:** Non-Exempt

**Level:** B23

**Terms:** Grant Funded Position

**Opens:** August 27, 2019

**Closes:** September 17, 2019

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**SUMMARY:** This position functions as the SPRING Community Coordinator for the Prescription Drug Prevention (Rx) and assists Project Manager with other projects. Develops and assists with identifying, recruitment, retention, supervision and maintenance of professional relationships for participation in community and Tribal coalitions in their work on prevention activities and services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with all phases of strategy process: assessment, capacity building, planning, implementation, and 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/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.
- Assist with grant budgets including ordering/purchasing, reporting and record maintenance.

- 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 and other events which will involve camping with and chaperoning youth, paddling a traditional jiiman, setting up and breaking down camp, etc.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Bachelor's 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to pass test on Excel software. Experience with data management and analysis required. Must be 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. Must be able to communicate effectively in person and in writing with a wide range of people and provide community presentations when needed. Must be familiar and comfortable with Native American culture and traditions. Must understand how to empower people to work together for the good of the community. Must have advanced verbal and written communication skills and the ability to present effectively to various size groups. Must be able to work without direct supervision and be detail oriented, self-motivated, trustworthy and dependable. Must be able to travel outside of the state; which may include flying. Must maintain client confidentiality requirements of 42 CFR, Part 2, and HIPAA regulations. Must be able to work a flexible schedule that includes some nights, days, and weekend hours.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license (chauffer's license preferred), reliable transportation and be insurable for duration of employment.

**COMMENTS:** Indian preference will apply. Position is contingent upon completing and passing a thorough background check. If in recovery, must have minimum of four years of sobriety. Must get annual influenza vaccination due to working within a health facility.