



## Cow Creek Government Office Position Description

**Position Title: Native Connections Project Coordinator**

**Reports To:** Behavioral Health Project Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 01/03/17

**Department:** Behavioral Health

### **POSITION PURPOSE:**

This position works under the SAMHSA funded Native Connections Project. The Coordinator is to be knowledgeable of prevention framework and strategies. He/she will develop the project plan and coordinate all objectives assigned within the plan. Coordination will be intended to achieve five major goals within the project: Needs Assessment, Capacity Building, Planning, Implementation and Evaluation for effecting Adverse Childhood Experiences (ACE's) Screenings and Trauma Responsive Care into our Tribal Health & Wellness Clinic.

### **ESSENTIAL FUNCTIONS:**

- Implements and manages Native Connections Project including evaluation, monitoring budgets, and maintaining reporting requirements for 5-year grant project.
- To complete needs assessment, capacity building, planning, implementation and evaluation as defined in Year 1-5 project planning.
- Work with tribal clinic to develop a five-year plan for implementation of Adverse Childhood Experiences (ACE's) Screenings & Trauma Responsive Care into clinic.
- Collaborate with Tribal Programs, Tribal Council, and other community partners to offer outreach activities, community readiness assessments, awareness activities, trainings etc.
- Attend mandatory meetings.

### **QUALIFICATIONS:**

- Principles of trauma, substance abuse prevention, suicide prevention, coalition building, planning, community development, systems development, program evaluation and community organization.
- Facilitation and training of implementation plan and models.
- Network building, resource development, managing performance measurement systems.
- Maintain Professional conduct at all times.
- Public speaking skills and the ability to communicate verbally and in writing with a wide variety of people.
- Gathering, assembling, analyzing and disbursing data for system planning and development.
- Monitoring fiscal record keeping and overseeing contracts for compliance.
- Establish new policies when applicable.
- Bachelor of Arts from an accredited institution in social services or a related field, and two years of relevant experience in prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge abilities and skills listed below.