



**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: 05/25/16

Department: Behavioral Health

POSITION PURPOSE:

This position works under the SAMHSA funded Native Connections Project. The Coordinator is to be knowledgeable of the SPF SIG 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 four major goals within the project: 1. Assessment, 2. Capacity Building, 3. Planning, and 4. Evaluation.

ESSENTIAL FUNCTIONS:

- Implements and manages Native Connections Project including evaluation, monitoring budgets, and maintaining reporting requirements for 5-year grant project.
- To complete assessment, capacity building, planning and evaluation as defined in Year 1-5 project planning.
- Work with tribal youth, young adults and other youth coordinators and coalition to develop a five-year prevention and treatment plan.
- Collaborate with Tribal Programs, County Prevention Coordinator, Tribal Council, and other community partners to offer outreach activities, community readiness assessments, awareness activities, trainings etc.
- Attend mandatory meetings.

QUALIFICATIONS:

- Principles of substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization.
- Community partnering facilitation; convening coalition partners.
- 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 alcohol and drug prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge abilities and skills listed below.