



Cow Creek Government Office Position Description

Position Title: Native Connections Project Coordinator

Department: Behavioral Health

Reports To: Behavioral Health Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 01/03/17, 6/13/2018

Pay Grade: 8

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.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

1. SITTING – (Percent of time or hours per day? Surface? Foot Controls?) **Continuous**

2. STANDING – (Percent of time or hours per day? Type of Surface? Duration at one time?)
Intermittent

3. WALKING – (Percent of time or hours per day? Surface? Distance?) **Intermittent**

4. POSITIONS – (Can worker change positions frequently? Occasionally?) **Occasional**

5. LIFTING & CARRYING – (Weight? Type of object(s)? Frequency? Distance?)
Intermittent to NA

6. PUSHING/PULLING – (Weight? Type of object(s)? Times per hour? Distance?) **NA**

7. REACHING/HANDLING – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **NA**

8. BENDING/SQUATTING – (Frequency? From Waist? Knees? Duration?) **Intermittent to NA**

9. TWISTING – (From what body part(s)? Frequency? How far? Work being done?) **NA**

10. CLIMBING – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**

11. CRAWLING – (Surface? Frequency? Distance?) **NA**

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE _____
DATE

SUPERVISOR _____
DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.