

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: SUBSTANCE ABUSE AND MENTAL HEALTH
PREVENTION COORDINATOR
DEPARTMENT: HEALTH AND SOCIAL SERVICES
SUPERVISOR: HEALTH AND SOCIAL SERVICES DIRECTOR
STATUS: HOURLY NON-EXEMPT
PAY: \$20 / hr

Sauk-Suiattle Indian Tribe is hiring for two full-time Youth Prevention Coordinators as part of a grant awarded by the Substance Abuse and Mental Health Services Agency's (SAMHSA) Strategic Prevention Framework – Partnerships for Success (SPF-PFS) Program. Under direction and supervision of the Project Director for the SPF-PFS Program, the Prevention Coordinators will be responsible for the day-to-day implementation of program activities and for meeting all grant requirements.

The Prevention Coordinators will perform a wide variety of duties to provide support and resources for youth and other Native and non-Native community members regarding youth substance abuse and mental health. This will include conducting youth engagement and training, tracking and reporting data for meeting grant objectives, administering surveys and listening sessions, community outreach and education, assisting with crisis intervention, and increasing access to and awareness of available mental health services for youth.

The Prevention Coordinators will organize and staff youth activities and community education events, create and distribute relevant informational materials, and attend conferences and trainings. They will develop marketing, community outreach, and data gathering strategies, and will serve as an advocate for resources available for the program participants on the reservation and in the service area.

The Prevention Coordinator will also help provide mental health and prevention services in coordination with SSIT behavioral health staff. They will assess the needs of the participants, and refer them to the respective assistance in the tribe and community where appropriate. They will be responsible for maintaining all data and client documentation in an appropriate manner and adhering to all participant protection standards and requirements.

Qualified applicants will be expected to receive the appropriate trainings and certifications to fulfill all duties (see below).

Duties and Responsibilities

- Organize and staff youth prevention activities.
- Provide youth substance abuse and mental health training and consultation for youth, the community, and community partners, such as schools, community groups, and law enforcement.
- Develop contacts and build liaison relationships with the community and local partners to further develop and expand the program.

- Assist with crisis intervention and provide brief behavioral interventions using evidence-based techniques such as behavioral activation, problem-solving treatment, motivational interviewing, or other treatments as appropriate.
- Provide guidance for program participants to receive appropriate assistance via community professionals. Inform participant of Tribal / local treatment resources and options. Create and update a list of Tribal/Organizational care providers and options available for Behavioral Health and Substance Use Disorder. Facilitate referrals for clinically indicated services outside of the organization (e.g., social services such as mental health specialty care and substance abuse treatment) where appropriate.
- Finalize and implement the SPF-PFS Program's goals and objectives, including collecting and reporting metrics to ensure all goals are being met.
- Develop and distribute marketing and community outreach materials.
- Report overall progress of population-based project interventions to the project team. Be able to share strategies for successful interventions with leadership and other teams as needed.
- Participate in periodic Tribal or Organization inter-department meetings pertaining to patient advocacy and collaboration of resources and services.
- Maintain all client records in accordance with State and Federal regulations. Protect patient confidentiality and protect against conflicts of interest.
- Maintain effective and professional relationships with community members and other members of the project team.
- Other duties as assigned.

Training

The Prevention Coordinators will be required to attend ongoing training to meet the needs of community organizing, education, and current practices and procedures for working with high risk youth, their families, and the community. Training topics include:

- Crisis Intervention and making Client Centered Referrals
- Motivational Interviewing
- Suicide Prevention Training
- Substance Abuse Prevention Specialist Training
- Training in the Prevention of Youth Violence
- HIV/Hepatitis and Blood Borne Pathogens
- HIPAA
- CPR/First Aid

Qualifications

- Ability to communicate effectively in both written and verbal form required.
- Ability to maintain accurate and complete files and data collection documentations.
- Ability to work independently with limited supervision required.
- A valid driver's license and must be eligible to be covered under Tribal insurance program.

- Candidates must demonstrate disciplined empathy for alcohol/drug abuse clients and an understanding of the illness concept of alcoholism/drug abuse. Demonstrated knowledge of AA, NA, Alateen and other support programs strongly preferred.
- Experience with screening for common mental health and/or substance abuse disorders and a working knowledge of differential diagnosis of common mental health and/or substance abuse disorders preferred.
- Must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.
- Must be able to work a flexible schedule, including some evenings and weekends where necessary.

Education and/or Experience

- At least two years' experience with youth drug and alcohol programs. Three years or more in Advocacy Field strongly preferred.
- Associate's Degree, Bachelor's preferred. Additional relevant work experience will be considered in lieu of education.

Knowledge, Skill, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.