



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **SPF Prevention Program Coordinator**
SUPERVISOR: SPF Program Director
LOCATION: William Wildcat Tribal Center-Prevention Program
POST DATE: December 16, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to develop, implement, and coordinate activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Native Connections and Partnership for Success Grant Program Directors, Prevention Staff, and Evaluators, and will implement required project activities for the Native Connections Suicide and Partnership for Success grants.

Qualifications: High School Diploma or equivalent is required. Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian Communities. A minimum of two years working in the Human Services field is preferred. Prevention Specialist Certification preferred or will obtain training and certification within 18 months of completion of the Native American Substance Abuse Prevention Skills Training (SAPST). (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$15.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: SPF Prevention Program Coordinator

B. DEPARTMENT: Family Resource Center

C. SUPERVISOR'S TITLE: SPF Program Director

D. DESCRIPTION OF DUTIES: This position is responsible for developing, implementing, and coordinating activities of the Prevention Program with the Lac du Flambeau Tribe in collaboration with the Native Connections and Partnership for Success Grant Program Directors, Prevention Staff, and Evaluators, and will implement required project activities for the Native Connections Suicide and Partnership for Success grants. The individual will work closely with stakeholders of the Lac du Flambeau Tribal Human Services Programs, the Native Connections Suicide Prevention Project, Partnership for Success Grant, and other local committees and workgroups. Attend local coalitions and meetings that affect the LDF Tribe and as required by federal and state funders. The program will focus on mental health, behavioral health data based on the strategic action plan. The applicant will be actively involved with the Lac du Flambeau Tribal Action Plan, attend all required grant meetings, trainings and development activities. Specific responsibilities include but are not limited to the following:

1. Work closely with the Family Resource Center, Project Evaluators, Peter Christensen Health Center (PCHC), Minobimaadiziiwin Coalition, and other local coalitions to collect, analyze, and report on behavioral health and community data as required.
2. Implement local tribal Native Connections project activities.
3. Collect, store, and compile local tribal project documentation.
4. Establish and maintain relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
5. Input data into SAMHSA's online data systems and other data systems as needed. Successfully complete data system training.
6. Participate in scheduled teleconferences with funders, federal technical assistance providers, and program evaluation partners.
7. Work closely with the community to identify, select, and implement evidence-based practice/practice-based evidence (EBP/PBE) prevention strategies are data driven, culturally appropriate, and that use the SAMHSA Strategic Prevention Framework.
8. Maintain a professional and personal code of conduct, which corresponds to the project goals. Maintain confidentiality as appropriate.
9. Must attend all required grant meetings, trainings, and development activities.
10. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Normal office conditions, occasional heavy lifting, daily kneeling, stooping, bending and sitting, providing information to supervisors, and co-workers, by telephone, in written form, email or in person.
2. **External:** Contact with various community members, tribal programs, and agencies.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently and collaboratively with supervision from the SPF Program Director.

H. EDUCATION: High School diploma or equivalent is required.

I. EXPERIENCE: Preferred experience in providing substance abuse and/or suicide prevention education and programming to American Indian communities. A minimum of two years working in the Human Services Field. Prevention Specialist Certification preferred or will obtain training and certification within 18 months of completion of the Native American Substance Abuse Prevention Skills Training (SAPST); which will be a paid training, must pass state criteria to obtain certification. Experience and knowledge of local tribal culture and customs.

J. SKILLS:

1. Must possess a valid WI driver's license, liability insurance, and personal vehicle for work related transportation.
2. Good verbal and written communication skills.
3. Possess knowledge of AODA and/or suicide prevention programs and strategies.
4. Experience working with American Indian individuals and communities.
5. Proficient knowledge in use of email, word, excel, and power point.
6. Be a self-starter, initiate tasks and follow directives with minimal supervision.
7. Effectively participate as a team member.
8. Facilitating with small to medium group discussions, and community events.
9. Work with youth in program goals and activities.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office setting, community networking.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Normal bending, kneeling, stooping, and sitting within an office setting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the SPF Prevention Program Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, at the time of employment and submit to a TB test. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**