

# Santee Sioux Nation

SIDNEY A. TUTTLE, SR., DIRECTOR  
Office of Human Resources

Chairman: Alonzo Denney  
Vice-Chairman: Kameron Runnels  
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## VACANCY ANNOUNCEMENT

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**Position:** Substance Abuse Prevention Coordinator

**Department:** SSN SOCIETY OF CARE

**Supervisor:** DIRECTOR OF SUBSTANCE ABUSE PREVENTION

**Salary:** \$15.00 to \$19.25 HR/DOE

**Classification:** EXEMPT

**Status:** 40 HOURS PER WEEK

**Supervisory:** YES

**Posted:** Feb 10, 2023 – open until filled

### GENERAL OVERVIEW:

**Job Summary:** The Project Coordinator assists with the administration and organization of project work, from simple activities to planning, for the Strategic Prevention Framework – Partnerships for Success (SPF-PFS) grant program funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and for the Substance Abuse Prevention, Treatment and Aftercare (SAPTA) grant program funded by Indian Health Services to prevent the onset and reduce the progression of substance abuse and its related problems among young Native Americans throughout Nebraska. Project Coordinator responsibilities include working closely with the Director to prepare and coordinate comprehensive action plans, including strategies, resources, and timeframes.

The Project Coordinator will perform various coordinating tasks, like scheduling for project activities, along with administrative duties, like maintaining project documentation and handling queries. The Project Coordinator will be responsible for community engagement, community education efforts, and coordination of family support services. The successful candidate will possess excellent time management and communication skills, as collaboration with community members, external partners and internal teams is essential to project success.

The Project Coordinator ensures that project activities meet high quality standards and are completed according to established timeframes.

Strong consideration will be given to candidates who have capacity to work from a home office that is located in or near the communities of Santee, Alliance, Lincoln, Macy, Omaha, Walthill or Winnebago.

**Key Responsibilities:**

1. Ensure project activities align with the Strategic Prevention Framework (SPF) grant and the Substance Abuse Prevention, Treatment, and Aftercare (SAPTA) grant established goals and objectives.
2. Engage youth/young adults and their families in substance abuse prevention activities.
3. Coordinate community engagement efforts through outreach, information & referral services to youth, young adults, families, and community partners.
4. Provide culturally sensitive informational and educational sessions for youth, young adults, families, and community partners.
5. Coordinate project activities, resources, equipment, and information.
6. Maintain contact and distribution lists.
7. Organize, attend, and contribute to project meetings.
8. Prepare materials for meetings, training, events, and conferences.
9. Document meetings to include summaries, materials, decisions, and action items, and follow up on key action items and decisions.
10. Maintain project plans and project schedules and ensure project deadlines are met.
11. Complete accurate and timely reports of project activities ensuring necessary paperwork is complete, filed, and stored in accordance with project standards and applicable law.
12. Promote substance abuse prevention and Society of Care goals and objectives through personal interactions, community and cultural events, social media, and other channels.
13. Support and actively engage in practices of inclusion through Cultural and Linguistically Appropriate Services (CLAS) Standards.
14. Provide administrative support and complete other duties as assigned.

**Key Skills & Attributes**

1. Ability to handle logistics, manage documentation, and facilitate procurement.
2. Ability to operate devices and equipment such as laptops, accessories, printer/scanner, smart phone, tablet, networks/drives, virtual platforms, and others.
3. Ability to prioritize competing tasks efficiently and meet deadlines.
4. Ability to quickly comprehend and implement services models and approaches.
5. Cultural sensitivity to and experience with Native American culture, values, and lifestyles.
6. Dependable and punctual.
7. Excellent time management skills.
8. Highly organized and detail oriented.
9. Knowledgeable in family support systems.
10. Knowledgeable in the principles and practices of substance abuse prevention and

treatment programs.

11. Respect for confidentiality and adherence to proper protocols for handling sensitive information (i.e., Institutional Review Board [IRB] and HIPAA protocols).
12. Strong interpersonal skills and the ability to build relationships.
13. Must maintain a valid Nebraska Driver's License.
14. Must be willing to travel within Nebraska.

**Standard of Performance:**

- Attend mandated training and obtain required certifications.
- Perform high quality work.
- Maintain good relationships.
- Show initiative and dependability on the job.
- Maintain electronic filing systems.
- Maintain client confidentiality.
- Practice cultural humility in work with tribal people, families, and communities.

**Qualifications:**

- Associates degree in social sciences, community health or related field and 1 to 2 years professional work experience preferred.
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated achievements with families and youth preferred.
- Great verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Ability to learn fast and solve unique challenges.
- Experience using computers for a variety of tasks.
- Competency in Microsoft Word, Excel, and PowerPoint.
- Technical skills in online technology such as G Suite, Zoom, and various online tools.
- Knowledge in file management, and other administrative procedures.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality.
- Must have a valid driver's license and be insurable.
- Subject to Motor Vehicle and Criminal Background checks.
- Drug and Alcohol free. Alcohol and Drug testing required.

**INDIAN PREFERENCE ACT:**

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" must submit along with their application, verification of enrollment and/or enrollment of their spouse in a Federally Recognized tribe.

**VETERAN'S PREFERENCE ACT:**

Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's

Preference” must submit along with their application a copy of their DD214. Active National Guard Members must submit a copy of their military information.

**Special Employment Conditions:** You must submit to a criminal history check under the state and federal bureau of investigation for the purposes regarding *pub.L. 101-630, title IV*:

- Must have COVID-19 vaccination and submit documents.
- Satisfactory results an extensive background checks, personnel are required to submit to a yearly background throughout their employment. This includes checks with the State Central Registry Child and Adult/Neglect and Criminal history checks with the State Patrol and Federal Bureau of Investigations.
- Retain a valid driver’s license and satisfactory driving record - personnel are at times required to use their personal or a government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the Manager.
- Satisfactory results of initial or random drug testing - personnel are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

**APPLICATION PROCEDURES:**

Submit resumes or applications through online application platforms or to:

Santee Sioux Nation, Office of Human Resources

**Attention: Sidney A. Tuttle, Sr., Human Resource Director**

425 Frazier Ave. Suite 2

Niobrara, NE 68760

OR; email application(s) to and/or resume to: [Sidney.tuttle@ssndakota.com](mailto:Sidney.tuttle@ssndakota.com)

Or; email application(s) and/or resume to: Greg Donovan [gdonovan@societyofcare.org](mailto:gdonovan@societyofcare.org)