

**Fort Belknap Indian Community**

**Tribal Health Department**

**656 Agency Main Street**

**Harlem, MT 59526**

**TITLE:** Project Coordinator  
**STATUS:** Permanent/Full Time  
**PROGRAM:** Native Connection Tei Nii I iin Kiin Project (SAMHSA Grant)  
**SALARY:** \$17.00 (40hrs week)  
**DEPARTMENT:** Tribal Health Department  
**LOCATION:** Fort Belknap Indian Community

**Supervision Received:** This position will be under the direct supervision of Native Connections Project Director.

**Supervision Exercised:** NONE

**General Summary of Work:** This position will be responsible for carrying out the duties directly related to the Native Connection efforts in the community. The incumbent will work toward accomplishing Native Connections goals and objectives as outlined in the Strategic Action Plan. Responsibilities include, but are not limited to, the following. SAMHSA grant is intended to help prevent/reduce suicide, help prevent/reduce substance use and misuse. SAMHSA grant is also intended to help support, Fort Belknap's Aaniiih Nakoda Integrated Behavior Health/CDC.

- Direct Services: SAP Strategic Action Plan will guide services.
  - Educate Youth – 24 years of age, about Suicide prevention, and Substance use prevention.
  - QPR Question, Persuade, Refer, training and education. QPR for Suicide prevention.
  - Reduce Substance Use and Misuse.
  - Reduce Suicidal Behavior.
  - Refer community members in crisis to Aaniiih Nakoda Integrated Behavior Health/CDC Fort Belknap.

- Outreach Work with Native Connections Team to implement SAMSHA approved Strategic Actions Plan. Responsibilities include:
  - Develop relationship with local schools, Hays Lodge Pole, Harlem, Dodson, and ANC College.
  - Facilitate and/or coordinate cultural and community events/activities.
  - Facilitate and/or coordinate youth and families activities/outreach.
  - Work with schools and community members to bring cultural knowledge and traditions to school children and youth.
  - Deliver evidence-based trauma informed curriculum to children, youth, and to community
  - Develop policies and revise protocols for responding to suicides, suicide attempts, and clusters.
  - Distribute culturally appropriate posters and brochures.
  - Offer trainings/workshops in traditional knowledge and skills (e.g., storytelling, drumming, beading, and tribal history).
  - Be available for community members in times of crisis, refer community members in crisis to Aaniih Nakoda Integrated Behavior Health/CDC Fort Belknap.
- Administrative:
  - Ongoing data collection and reporting on all grant activities. This responsibility includes but is not limited to weekly time logs, monthly mileage reports, monthly accomplished/goal reports, time sheets, meeting notes
  - Prepare monthly reports and attend monthly/quarterly meetings as collaborative groups as formed.
- The above duties and responsibilities are no an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organization needs and/or as deemed necessary by supervisor.

### **Knowledge, Skills and Abilities:**

- The incumbent must have the ability to perform public speaking to an array of demographic populations, and be able to effectively provide training demographic populations, and be able to effectively provide training to various public and professionals in the community.
- The incumbent must have computer skills including Microsoft Word, Excel, Publisher and Power Point Presentation.
- The incumbent must have knowledge of the internet especially e-mail, and be comfortable searching for alternate funding sources via the internet, and actively following through on grant proposals for the sustainability of the program.
- The incumbent is required to possess a working knowledge of the Fort Belknap Reservation including form of the government, geographical information, population, culture, traditions, social, economic, and health needs.

- Time management is an essential quality of this position, including meeting deadlines, and following through on projects.
- Must possess the ability to develop and maintain effective working relationships with programs, departments, other organizations and agencies.
- The incumbent must exhibit ethical and professional behavior in all facets of this position.
- The incumbent must be able to communicate effectively, both orally and in writing and to work with minimal supervision.

**Education:**

A Bachelor’s Degree in Health Education, Human Services, Social Work, Psychology, or a related field is preferred, but will consider an Associate Degree in one of the above fields or at least (2) years’ experience working in one or more of the following areas: Health Education, Human Services, Chemical Dependency, Social Services.

**Special Conditions:**

- Performance of duties require during business hours and after business hours.
- Travel to trainings, meetings, and conferences will be required.
- Must provide vehicle insurance for personal vehicle.
- Must maintain a good operating vehicle.
- Incumbent must possess a valid State of Montana Driver’s License and be eligible at ordinary cost, for inclusion with the Tribal Master Insurance Plan, and have dependable, reliable and insured transportation.
- Incumbent must never have been convicted of a felony, and will be subjected to, and must comply with the Fort Belknap Community Council Substance Abuse Prevention-Drug/Alcohol Free and Drug and Alcohol Testing Policy.
- Incumbent must submit to a background check, which includes criminal history and work history.
- Indian/Veteran Preference Policy Applicable.
- Incumbent must follow strict confidentiality and maintain HIPPA/Privacy Certification.

**\*Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**

**Review and approved**

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**Chief Administrative Officer** **Date**