



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

<b>Job Title</b>	MSPI Program Coordinator
<b>Department</b>	Social Services
<b>Reports To</b>	Family Service Manager
<b>Status</b>	Part Time
<b>Salary Range</b>	\$22,500.00 Annually
<b>Location</b>	Hoh Tribe Reservation

### **Summary**

The program Coordinator is responsible for supporting the Hoh Indian Tribe's Methamphetamine and Suicide Prevention Initiative (MSPI) program. The Program Coordinator is responsible for day to day oversight of the project and executing administrative duties necessary to complete the scope of work agreed upon with the funding agency. This will include evening and weekend engagement with at risk populations with diagnosed and undiagnosed behavioral health issues, including alcohol, drug and substance abuse. This position will work to support comprehensive coordination in the development of pro-social community wide and school based suicide and drug prevention activities. All activities are designed to align with national observances of behavioral health care topics and will include aspects of the Hoh Indian Tribe's culture. The Program Coordinator will serve as a primary point of contact for tribal youth, service partners and parents/guardians of at risk youth.

### **Reporting Relationships**

The Program Coordinator reports to the Family Service Director.

### **Major Responsibilities**

Program Development

In conjunction with the Family Service Director, the Program Coordinator will:

- Oversee assigned daily program operations for monthly and weekly community wide prevention activities

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- Coordinate, monitor and/or supervise the activities of assigned volunteers and interns
- Develop and schedule program activities in accordance with specification and funding imitations
- Develop and schedule of publications, newsletters and public announcement of activities
- Recruit and select program participants, members and volunteers using appropriate methods, such as individual letters, brochures, presentations or in person visits
- Monitor program expenditures ensuring that budget allocations are adhered to
- All other duties as assigned by the Family Service

## **Education and Experience Requirements**

- Bachelor’s Degree preferred
- Minimum of 2 years of experience in program development
- Minimum of 2 years of experience working with a diverse group of you age 12-24

## **Required Skills and Abilities**

- Working knowledge of program development, consultation, and training models
- Strong interpersonal and presentation skills
- Ability to work independently as well as to function effectively and collaborating in a team environment
- Advance organizational skills and ability to handle multiple tasks
- Excellent follow through and persistence when corresponding with families, teachers and volunteers

## **Desired Qualifications**

- Extensive knowledge of current trends and issues the behavioral health needs of Native American Youth, particularly those living on the reservation
- Knowledge of- and experience implementing- evidence based social service programming
- Ability to design training programs and provide training to various sized groups- e.g. volunteer training, school based trainings, ect.

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver’s license abstract.*

**TO APPLY:** Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org). Submit a complete application along with a cover letter and resume containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter along with the tribal affiliation. Complete applications may be submitted electronically to [www.hr@hohtribe-nsn.org](mailto:www.hr@hohtribe-nsn.org) or via fax to 360-374-5426. Application materials may also be mailed to the following address:

Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.

*All application materials must be complete and be received on or before 4:00 p.m. of the closing date noted on the posting to receive consideration. For more information, please contact the Human Resources (360) 374-6582.*

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