



# **HOH INDIAN TRIBE**

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## **Position Description**

<b>Job Title</b>	DBHR - Chemical Dependency Prevention Coordinator
<b>Department</b>	Family Services
<b>Reports To</b>	Family Services Manager
<b>Status</b>	Permanent- Part Time
<b>Salary Range</b>	\$13.00 – \$17.00
<b>Location</b>	Hoh Tribe Reservation

### **Position Summary**

The Division of Behavioral Health and Recovery (DBHR) Chemical Dependency Prevention Coordinator is responsible for providing culturally appropriate Substance Abuse Prevention (SAP) services to Tribal and community members. Use the Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System (Minerva). The substance abuse prevention education is a community wide program that educates all ages of the community about the devastating effects of Alcohol, Tobacco and Other Drug use. This will include community gatherings, community workshops, health fairs, youth conferences, Canoe Journey preparations, and cultural activities. The cultural program will be a community wide substance abuse prevention program that focuses on traditional Hoh Tribal customs, values and teachings, through storytelling, canoe journey, singing, dancing, weaving and the healing of generational trauma.

### **Duties and Responsibilities** – Duties include, but are not limited to:

- Responsible for managing all aspects of the DBHR grant, including deliverables, products, budgets, and reporting.
- Manage the day to day work of the DBHR Program and develop, implement and monitor programs and strategies that are part of that grant's strategic plan.
- This position will be also responsible for additional prevention projects including participation on workgroups and in communication with key stakeholders, as well as establishing and monitoring contracts, providing technical assistance to community coalitions, collecting data, and preparing reports and other communications.
- The Prevention Project Coordinator will need extensive knowledge and recent experience working with community coalitions on prevention efforts.
- Implementation and completion of Healing the Canoe Curriculum
- Other duties may be assigned as needed.

## **Skills and Specifications:**

- Knowledge and skills to work with and advocate for traditionally underserved populations. •Ability to facilitate groups in problem-identification, prioritization, and problem-solving tasks.
- Ability to form relationships with strategic partners, e.g., government agencies, non-profit agencies, schools, business, and faith-based communities.
- Ability to speak effectively and professionally in public to a variety of audiences. Including providing training and technical assistance in both in-person settings and by telephone;
- Write clear, and concise and grammatically correct letters, reports and other forms of communications.
- Excellent organizational and multi-tasking skills.
- Experience in project management and/or strategic planning including, program design and implementation, data analysis and evaluation, and developing operations and marketing plans.
- Current certification as a Certified Prevention professional or equivalent standing as recognized by a national accreditation body.
- Knowledge of the latest research and developments in substance abuse prevention practice, including the five-step Strategic Prevention Framework, and ability to explain those developments to others.

## **Minimum Qualifications:**

- at least three (3) years professional experience related to one of those fields of study.
- Must have reliable transportation, a current driver's license, and liability insurance.
- Must have an ability to maintain effective working relationships with the community members and staff.
- Associates degree in Health Education, Social Sciences (e.g. Sociology, Psychology), or a related field, Bachelor's Degree Preferred, **OR**
- Offer of employment is subject to pre-employment alcohol and drug testing and a criminal background check.

*This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a criminal history background check.*

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, 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 are encouraged to apply.