



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
(360) 374-7771 • hr@hohtribe-nsn.org

Position Description

Job Title	TOR Program Coordinator
Department	Health Services
Reports To	Director of Health Services
Status	Part Time/Grant Funded
Salary Range	Up to \$22,500.00 Annually
Location	Hoh Tribe Reservation

Summary

The TOR program Coordinator is responsible for supporting the Hoh Indian Tribe's Opioid response, or other addiction and Prevention 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 drug/Alcohol 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 Members, Community Members and service partners.

Reporting Relationships

The Program Coordinator reports to the Director of Health Services

Major Responsibilities

Program Development

In conjunction with the Director of Health Services, the Program Coordinator will:

- Oversee assigned daily program operations for monthly and weekly community prevention activities
- 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 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
- Coordinate prevention trainings for community and staff
- Monitor program expenditures ensuring that budget allocations are adhered to

- Coordinate Residential treatment services for community members as needed
- Pay for Rent for those in ongoing program services/sobriety
- Attend meetings pertaining to program goals/services
- All other duties as assigned by the Director of Health Services
- Maintain confidentiality at all times
- Do GPRA interviews with all intakes/6month reviews
- Keep documentation and do monthly reports
- Order supplies as needed for the program goals

Education and Experience Requirements

- Minimum of 2 years of experience in program development
- Minimum of 2 years of experience working with a diverse group
- Minimum of 2 years of experience with those battling addiction/working on recovery

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 the community and agencies

Desired Qualifications

- Extensive knowledge of current trends and issues the behavioral health needs of Native Americans particularly those living on the reservation
- Ability to design training programs and provide training to various sized groups- e.g. volunteer training, school-based trainings, community wide training, etc.

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. 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 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.