



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
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Position Description

Job Title	Opioid Abatement Coordinator
Department	Health & Human Services / Behavioral Health / Community Services
Reports To	Director of Health and Family Services
Status	Part-Time, Grant-Funded (Opioid Abatement Funds)
Salary Range	DOE
Location	Hoh Tribal Reservation and community; travel required

Summary

The Opioid Abatement Coordinator is responsible for planning, coordinating, and implementing culturally grounded opioid abatement, prevention, recovery, and community wellness activities for the Hoh Tribe. This position integrates public health strategies with traditional cultural practices to reduce substance use harms, strengthen community connection, and support healing across generations.

Duties and Responsibilities

- Coordinate and implement opioid abatement strategies consistent with approved settlement uses and Tribal priorities
- Support substance use prevention, harm reduction, recovery support, and wellness initiatives
- Assist with overdose prevention education, naloxone awareness, and referral to treatment services
- Plan and coordinate cultural and community events promoting healing and wellness
- Prepare and cook food for cultural gatherings and community events
- Coordinate canoe journey participation, including logistics, meals, and scheduling
- Coordinate out-of-area events and travel for community members, including elders
- Arrange transportation, lodging, meals, and accessibility accommodations
- Engage elders in program planning and intergenerational activities
- Collaborate with Tribal departments and external partners
- Maintain accurate records and assist with opioid settlement reporting

Knowledge, Skills, and Abilities

- Knowledge of substance use prevention and recovery principles
- Understanding of Tribal culture and community dynamics

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- Strong organizational and communication skills
- Ability to cook for groups and manage food preparation safely
- Ability to work independently and as part of a team
- Respect for confidentiality and ethical standards

Minimum Requirements

- High school diploma or GED required
- Relevant experience in community health, behavioral health, or social services preferred
- Experience working with Tribal communities preferred
- Valid driver’s license and ability to pass a background check
- Food handler’s permit (or ability to obtain)
- CPR/First Aid certification (or ability to obtain)

Preferred Qualifications

- Experience with opioid abatement or substance use programs
- Grant-funded program experience
- Knowledge of canoe journey protocols and cultural event coordination

Cultural Commitment

The Hoh Tribe values cultural knowledge, lived experience, and community connection. Preference may be given to qualified Tribal members and Native applicants in accordance with Tribal policy.

Working Conditions

A combination of office, community, outdoor, and travel-based work. May require evenings, weekends, lifting, and extended standing.

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 precondition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in the 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