



## Hoplend Band of Pomo Indians

### Job Description

### JOB ANNOUNCEMENT

**APPLICATION DEADLINE: MONDAY, JUNE 14, 2019**

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<b>Position:</b>	Tribal Behavioral Health Advocate (100% Grant Funded)
<b>Under the Direction of:</b>	Health and Social Services Director
<b>Rate of Pay:</b>	Wage Range \$21.00 to \$26.00 per hour (DOE)
<b>Hours per week:</b>	40 hours per week

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**POSITION SUMMARY:** Under the supervision of the Health and Social Services Director, the Behavioral Health Advocate will work closely with the Education Coordinator to carry out all essential functions of the Hopland Band of Pomo Indians Tribal Behavioral Health Project, specifically the Suicide Prevention Program.

#### ESSENTIAL FUNCTIONS:

1. Conduct a Community System Analysis, a Community Needs Assessment, and a Community Readiness Assessment; create a Community Resource/Asset Map that addresses suicide prevention, substance use prevention, and mental health disorders.
2. Develop policies and procedures to promote coordination among youth-serving agencies to include:
  - a. Standards of care for youth at risk for suicide.
  - b. Procedures to address the transition of youth from one agency to another.
  - c. The role of evidence-based clinical health practices in supporting suicide prevention, substance use and misuse prevention interventions, and mental health promotion and wellness strategies among youth and their families.
  - d. The role of local traditional healing/helping practices in combination with evidence-based suicide and substance use prevention among youth.
3. Develop and/or revise protocols to ensure that youth at risk for suicide, including those who attempt suicide and use substances, receive follow-up services to ease their transition into treatment.
4. Develop and/or revise "postvention" protocols for responding to suicides, suicide attempts, and suicide clusters to promote community healing and reduce the possibility of contagion (i.e., suicides following and connected to an initial suicide). The protocols should reflect the traditions and culture of the tribe, tribal organization, or consortia of tribes or tribal organizations, or that are incorporated into urban Indian programs.
5. Develop and implement an Action Plan that addresses one, two, or three tiers of prevention and intervention strategies. Based on the results of the Community System Analysis, Needs Assessment, and Readiness Assessment, the Action Plan will guide the implementation of substance use, mental health, and suicide prevention strategies in the selected community.
6. Ensure that community members are involved in guiding all grant activities, including planning, plan implementation, and evaluation. Solicit the input of an existing (or create a) youth advisory council for guidance, feedback and review of your efforts.
7. Work directly with at risk youth and their families promoting mental health and wellness strategies as well as preventative activities which include cultural, fieldtrips, groups, event, etc.
8. Travel to necessary local meetings and other trainings needed.

*The above duties and responsibilities are not 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 organizational needs and/or deemed necessary by the supervisor/director.*

#### REQUIREMENTS/QUALIFICATIONS

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Education and Experience: A Bachelor's degree in public administration, public health administration, Social Services, Sociology, Psychology or related field and two (2) years working as a director or assistant director of a similar sized public health, mental health or social services department or five (5) years of successful and progressively responsible full-time management and administrative experience in a public health, mental health or social services agency which included responsibility for fund, grant and budget administration.

Additional Requirements: Possess a valid California Class C Drivers License and insurable for auto insurance

Other Qualifications: Experience in case management and case reporting; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills: Should have excellent writing, oral and interpersonal communication skills. Ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs. Ability to write routine reports and correspondence; speak effectively in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability: Ability to apply common sense understanding during normal and stressful conditions.

Physical Work Environment Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply:

Please mail your completed employment application and resume to:

Hopland Band of Pomo Indians  
Human Resources  
3000 Shanel Road  
Hopland, CA 95449

Apply In Person: You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications: If you need a hard copy of an application mailed to you please e-mail HR@hoplandtribe.com or call 707-472-2100.