



Hopland Band of Pomo Indians Job Description

Position: Project Coordinator - Native Connections Suicide Prevention Program
Reports to: Education Director
Wage: \$25.00 to \$30.00 per hour (DOE)
Hours per week: 40 hours per week
Grant: 100% Grant Funded under SAMHSA

POSITION SUMMARY: Under the direction of the Education Director the Project Director is responsible for coordinating the day-to-day implementation of grant activities. The project is aimed at preventing/reducing suicide in the American Indian Community of the HBPI.

ESSENTIAL FUNCTIONS:

1. Serves as the community and partners' primary point of contact for the prevention/reduction project
2. Implement grant activities
3. Implement grant evaluations
4. Conduct community planning including identification of key partnerships and resources
5. Develop protocols for responding to suicides, suicide attempts and suicide clusters with partners
6. Prepares communication, such as memos, emails, and other correspondence
7. Participate in all related meetings and training sessions as needed
8. Prepares reports, presentations, and information briefs
9. Write and edit documents
10. Supervises the Prevention Specialist
11. Create and maintain filing system
12. Adhere to procedures to prepare, collect, record and input data
13. Interface with funding agencies to exchange information
14. Coordinate with external vendors; oversees vendor performance to ensure timelines and quality standards are met
15. Monitor activities, complete purchase requests and ensure that expenditures are within approved budget
16. Coordinate with project team on tasks as per grant objectives
17. Ability to work independently, provide oversight, make decisions and maintain confidentiality
18. Able to attend various meetings and workshops or act as a facilitator
19. Engage youth to assist with activities, events, trainings, and collecting information
20. Other duties as assigned

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 Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS:

Qualified candidates must have three (3) years' experience with demonstrated knowledge of program/project coordination. An associate degree in health or human services or related field is desirable. Must possess understanding of Federal, State, and Tribal relationships. Must have demonstrated ability to work in culturally diverse environments and tolerate disparate viewpoints.

Licenses and Certifications: Valid and current California Class C Drivers License and be insurable on HBPI policy.

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.

Additional Requirements: Familiarity with community development principles and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; ability to maintain confidentiality; actively involved in the community and thorough understanding of the Native American Culture.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook.

Language Skills – Should have excellent written, oral, and interpersonal communication skills; be an intuitive listener; possess conflict resolution and crisis intervention skills; ability to interact with people from varied backgrounds, age groups and with variety of health care needs; ability to prepare clear and concise reports; exercises sound independent judgment and act within policy guidelines.

Mathematical Skills - Ability to add, subtracts, multiply, and divides 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 community, 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 finger manipulation; use telephone and write or use a keyboard to communicate through written means. 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 20 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 check.