Tucson Indian Center
Human Resources Department
160 North Stone Avenue, Tucson, Arizona 85701
PH: 520.884-7131   FAX: 520.884-0240

Job Description

Job Title: Native Connections Project Coordinator
Salary: Grade 25 – Non-exempt (DOE)
Status: Probationary/Full-Time
Hrs./WK: (40) Forty Hours
Department: Wellness
Job Location: Tucson, Arizona

Nature of Work:

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Responsible for coordination, implementation, and performance measurements of the Native Connections Program (NCP)'s goals, objectives, and activities, which focus on preventing suicide and substance misuse, reducing the impact of trauma, and promoting mental health among American Indian/Alaska Native (AI/AN) youth through the age of 24 years. Under the direction of the Wellness Director, coordinates the Native Connections Program (NCP) program and program contributors in planning, implementation and evaluation of program deliverables.

Essential Functions:

1. **Inter-agency task force collaboration**: Collaborates closely with and under the direction of the Wellness Director to convene, facilitate, and strategize with task force members to complete joint review and development of policies and procedures that promote coordination of services to prevent suicide and substance misuse.
2. **Partnerships**: Maintain effective and collaborative relationships with community leaders, including behavioral health professionals, tribal agencies, schools, as well as with TIC clients including youth and Elders.
3. **Policy work:** Conduct inventory, review, assessment of TIC policies and procedures as relate especially to behavioral health service delivery; collaborate with Wellness Director and TIC leadership on needs/gaps assessment and resulting recommendations for improvement.
4. **Evidence based youth education**: Deliver evidence-based suicide prevention curriculum in afterschool program setting and/or other settings.
5. **Evidence-based training certification and delivery:** Become certified as a Question, Persuade, Refer (QPR) or similar trainer, and attend intensive Applied Suicide Intervention Skills Training (ASIST) or similar trainings. Provide ASIST and/or similar trainings to Wellness Department staff and collaborating professionals. Deliver QPR and/or similar trainings to community members.

6. **Community outreach & event planning**: Create and submit for approval behavioral health-related education via TIC website, social media outlets, and newsletter. Provide event planning for, and behavioral health-related education at community activities during National Suicide Prevention Awareness month (September) or similar event, using the Hope for Life toolkit and/or other local tools.
7. **Data Collection and Performance Measurement & Analysis:** Track and analyze performance measures to be reported monthly to the Wellness Director and Evaluator, collecting project specific data including documentation of activities, participation, and survey data.
8. **Reports:** Prepare and submit monthly reports on all program activities, measuring and analyzing completion of all program deliverables.
9. **Newsletter**: Write, edit and contribute to the monthly TIC newsletter.
10. **Other duties**: Other duties as assigned.

Required Knowledge, Skills and Abilities:
- Knowledge of the health needs and strengths of the Tucson urban American Indian community, such as protective factors and risk factors for suicide.
- Ability to coordinate a grant program and comply with reporting requirements.
- Ability to develop meaningful, strategic partnerships that are effective in accomplishing goals and objectives.
- Ability to communicate effectively, in a timely, responsive, courteous, and professional manner both orally and in writing, including daily emails.
- Ability and skills to recruit and engage youth and other community members in multiple health and suicide prevention activities.
- Skills facilitating staff and community training.
- Knowledge regarding program evaluation and data collection.

Required Experience and Training:
1. Master's degree preferred in health, human services or business fields, such as public health, social work, education, or business;
   OR
2. Bachelor's degree in health, human services or business fields, such as public health, social work, education, or business; and preferred minimum of 3 years experience that includes policy work and/or partnership development.
   OR
3. A minimum combination of 7 years of work experience in the in health, human services or business fields, such as public health, social work, education, or business, with preferred experience that includes policy work and/or partnership development.

Additional Requirements:
- Must possess valid Arizona Driver's License (within 30 days of hire if applicant is from out-of-state). Must maintain a valid AZ driver license during employment.
- Must pass Tucson Indian Center Driver Insurance Carrier's requirements
- Must pass Arizona DPS Fingerprint Clearance (Class I & II);
- Must pass and submit to periodic/random drug testing

Working Conditions:
- Ability to sit for long periods of time in an office environment with low to moderate noise.
- Ability to sit in front of a computer for 6-8 hours a day.
- Ability to travel to various locations, including out of state.

Supervisory Status:
Non-supervisory
-Reports to **Wellness Director**

Reviewed and Approved By:

_____   _____

Department Director   Date

_____   _____

Operations Director   Date

_____   _____

Executive Director   Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Revision No: 1   Revision Date: 8/17/2020