



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Native Connections Project Coordinator

**Salary:** \$19.65 - \$25.00 per hour – Non-Exempt, DOE

**Status:** Permanent, Full-Time

**Hrs./WK:** Forty (40)

**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, including the engagement and participation of the Inter-Agency Task Force on policy development and implementation.

## **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 they 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 and report on 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. Conduct/coordinate small discussion groups, such as talking circles and/or sweat lodges, for interested clients.



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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:** Performs other duties and tasks as assigned.

## **Required Knowledge, Skill and Ability:**

- Knowledge of the health needs and strengths of the Tucson urban American Indian community, such as protective factors and risk factors for suicide and substance abuse.
- 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.



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## **Additional Requirements:**

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

## **Working Conditions:**

- Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements.
- Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position.
- Unpredictable environmental conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Supervisory Status:**

Non-supervisory

Reports to Wellness Grants & Services Manager

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.

*Additional consideration is also given to Internal candidates and honorably discharged and protected veterans.*