



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Program Assistant

Program: Youth Program

Department: Community Wellness

Reports To: Program Coordinator-Youth Program

Employment Category: Full Time, Regular

FLSA Status: Exempt or Non-Exempt

Position Summary: The Youth Program Assistant instructs individuals and families about health education and disease prevention including, but not limited to: prevention and treatment of alcohol and drug abuse problems, mental health and suicide prevention, nutrition and physical activity and assists with Cultural/Traditional Services offered to the Native American community. The program serves primarily American Indian/Alaska Native (AI/AN) youth and young adults ages 5-17 in Southeastern Michigan. The program supports positive youth development, family engagement, and increasing access to culturally appropriate prevention activities. The Youth Program is funded through multiple sources including, but not limited to, the Detroit Wayne Mental Health Authority (DWMHA), the Indian Health Services Methamphetamine and Suicide Prevention Initiative (MSPI), Tribal PREP from the Intertribal Council of Michigan (ITC), SNAP-Ed and the SAMHSA Garrett Lee Smith Suicide Prevention Project (GLS Sacred Bundle Project).

Essential Duties and Responsibilities:

- Assists with planning, coordination, implementation and evaluation of programs that target youth that meet community needs and grant requirements. Assists with youth program, community and cultural events. This includes, but is not limited to providing youth/family transportation, recruitment, reminder phone calls, food preparation, setting up and cleaning up.
- Interacts with community to determine methods of promoting individual, family and community wellness including but not limited to alcohol, tobacco and drug (ATOD) education, mental health and suicide prevention, nutrition and physical activity.
- Provides outreach services to target population and provides short- and long-term services to at-risk youth, individuals and families to address crisis issues and resolve conflict.
- Assists in planning, preparation and staffing of on and off-site agency wide events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Serve as a positive role model to co-workers and youth, promoting healthy behaviors and responsible life choices.
- Collects, compiles and submits data for entry to verify client contacts. Ensures all outreach activities and client contacts are documented.
- Educates the target community on various medical, behavioral health and health education outreach programs and the importance of utilizing the agency programs for health and well-being.
- Distributes educational materials in the community and informs clients of upcoming events or programs.
- Visits homes to provide follow-up services for individual and family needs.
- Identifies appropriate programs for patients and families enrollment if needed.

- Refers patients with social and emotional problems to other appropriate department or community agencies for assistance. Provides follow-up on referrals.

Other Duties and Responsibilities:

- Participates actively as member of inter-departmental team to coordinate /services.
- Assists directors with requests and referrals for traditional/cultural services
- Performs miscellaneous errands and services.
- Performs other tasks as directed by supervisor or administration.

Education/Experience: Associates Degree or equivalent coursework (60 college credit hours) in youth development, leadership development, social work or related field is required. One year of experience working with youth ages 5-17 is required. Experience implementing culturally based, informed or adapted programming preferred. Demonstrated experience in reporting and data entry preferred. Must be able to demonstrate requirements during the interview process.

New employees must complete a MCBAP Certification Prevention Specialist/Consultant Development Plan and become certified within sixteen months of hire. Credentials must be kept current

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 12-4-18