



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

Minobinmaadziwin "A Good Life"

## Job Description

**Job Title:** Program Coordinator

**Programs:** MSPI

**Department:** Community Wellness

**Reports To:** Director of Community Wellness

**Employment Category:** Regular, Full-time

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** The Program Coordinator works directly with MSPI project teams to provide leadership, coordination and support to ensure grant requirements are completed and high quality programs are delivered. These efforts include programs that promote positive youth development, increasing family engagement, and increasing access to culturally appropriate health promotion/disease prevention activities. *Weneniiganzejik:* The Future Leaders Project, an MSPI-Methamphetamine and Suicide Prevention Initiative, Purpose Area 4: Generation Indigenous Initiative Support serves primarily American Indian/Alaska Native (AI/AN) youth and young adults ages 8-24 in Detroit and Southeastern Michigan.

### Essential Duties and Responsibilities:

- Provide leadership for the projects including curriculum, training, evaluation, outreach and strategies to develop/expand partnerships.
- Coordinates community based strategies, curriculum, lesson plans and traditional teachings working closely with community and funding organizations.
- Utilizing teams, coordinate and deliver wellness, youth and family programming in accordance with workplans.
- Collect data, prepare reports and submit reports as required for the projects, grants and the agency. Maintain confidential records.
- Collaborates with project teams and funders in the development and delivery of program evaluation.
- Review operating results, compare them to established objectives and take steps to ensure steps are taken to correct unsatisfactory results. Prepare and present results as required.
- Coordinate and conduct program promotion activities to increase community involvement in current programming and projects.
- Establish and maintain a system of communication with community partners. Attend local meetings and appointments.
- Provides supervision for interns as assigned.
- Work with internal and external programs and departments to provide referral services.
- Assist with requests and referrals for cultural/traditional services, and coordinates cultural/traditional activities as assigned.
- Assist in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.

### Other Duties and Responsibilities:

Performs other tasks as assigned.

**Education/Experience:** Bachelor's Degree from an accredited college or university is required with a concentration in public health, nutrition, social work, health or human services, community development or a related field. Master's degree preferred. Minimum of one-year providing direct health education or community services required. Minimum

of one year of experience in project coordination required. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Credentials 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 furnished in written, oral or diagram form.
- Must be able to use Microsoft Office Package proficiently.
- 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 25 pounds and frequently lift and/or move up to 50 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: 3/27/19