



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

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Program Coordinator, MSPI, *Weneniiganzejik: The Future Leaders Project*

Department: Community Wellness

Reports To: Director of Community Wellness

Employment Category: Full-time/Part-Time (.75 FTE to 1.0 FTE)

FLSA Status: Exempt or Non-Exempt

Position Summary: The Program Coordinator works directly with the project team to provide support, assistance and leadership for carrying out multiple components of the Methamphetamine and Suicide Prevention Initiative, including promoting positive youth development, increasing family engagement, and increasing access to culturally appropriate prevention activities with the goal of reducing drug use and suicide among Native American youth in Southeastern Michigan.

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:

- Oversee and provide leadership for all components of the project including curriculum, training, evaluation, outreach and strategies to develop/expand partnerships.
- Coordinate and assist with programs serving the following populations:
 - Youth ages 5-7 (AIHFS Little Dreamers Program)
 - Youth ages 8-17 (AIHFS Dreamseekers Program)
 - Youth ages 18-24
 - Parents
- Work with internal and external programs and departments to provide referral services to increase access to prevention programs for youth ages 8-24, and other youth/family members as needed.
- Coordinate and conduct community outreach to increase community involvement in current programming and research projects.
- 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.
- Establish and maintain a system of communication with community partners. Attend local meetings and appointments.
- Coordinate trainings for health, mental health, substance abuse providers and the general public in prevention initiatives, identification, and caring for youth at risk for substance use disorders and suicide.
- Collect all data and prepare reports as required for the project and the agency. Maintain confidential records.
- Interacts with community to determine best practices and models for substance abuse and suicide prevention.

- 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.
- Collaborates with Project Director, project team and research consultant in the development and delivery of program evaluation.

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, social work, health or human services, or a related field. Master's degree preferred. Minimum of one year of experience in program/grant management required. Minimum of one year of experience delivering youth programming/services. Experience with youth ages 8-24 preferred. Experience with parent engagement strategies preferred. Valid MI chauffeur's license required. MCBAP Certified Prevention Specialist/Consultant preferred. Must be fully certified within 2 years of hire. 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.
- 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 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: 4/23/17