



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

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Outreach and Training Coordinator

Department: Behavioral Health

Program: Sacred Bundle Project

Reports To: Program Manager

Employment Category: Regular Full-Time

FLSA Status: Exempt or Non-Exempt

Position Summary: The Outreach and Training Coordinator works directly with the project team to coordinate outreach activities such as screenings, partnership building and awareness activities and coordinates project related trainings. The position provides support, assistance, and leadership for carrying out multiple components of the Sacred Bundle R.E.S.P.E.C.T. Suicide Prevention Project, a state/tribal youth suicide prevention cooperative agreement, serving primarily Native American youth and young adults, ages 10-24 in Southeastern Michigan and tribal communities throughout the state.

Essential Duties and Responsibilities:

- Coordinate project outreach efforts including development and expansion of partnerships with Michigan tribal communities and other appropriate partners.
- Participate in tribal and local meetings with community resource partners.
- Establish and maintain a system of communication with community and tribal partners.
- Coordinate community screening events, especially focusing on building partnerships with tribal communities interested in leading community screening events in their own communities.
- Provide/coordinate follow up services for youth after screening events.
- Coordinate community outreach to increase involvement in current programming, research projects and screenings. Distribute educational materials in the community and informs clients of upcoming events or programs.
- Maintain knowledge of outreach/referral services in order to provide short and long term services to at-risk youth, individuals, and families to address crisis issues and resolve conflict.
- Assist in planning, preparation and staffing for on- and off-site community events such as health fairs, screenings, conferences and cultural events.
- Coordinate suicide prevention trainings in southeastern Michigan and in Michigan tribal communities. Trainings include, but are not limited to, tribally-based community screening trainings, ASIST, safeTALK, suicideTALK, Mental Health First Aid, Gathering of Native Americans (GONA), Native Helping our People Endure (NativeHOPE), Peer Educator training and cultural competency/awareness.
- Train and/or coordinate trainings for health, mental health, substance abuse providers and the general public in identifying, assessing, managing and treating youth at risk for suicide.
- Prepare and present reports and results as required.
- Work under the guidance of Program Manager and team to ensure evaluation components are effectively carried out.
- Provide administrative support to the project team. Assist the evaluation team with projects as needed.

- Assist with data collection and maintains confidential records.
- Assist with requests and referrals for cultural/traditional services, and coordinates cultural/traditional activities as assigned.
- Perform other tasks as assigned.

Education/Experience: Bachelor’s Degree in social work, sociology, public health or other related concentration required. Minimum of one year of demonstrated experience in suicide prevention/outreach work 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.
- 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: 1-18-18