



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11404 Moorage Way

La Conner, WA 98257

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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Program Coordinator Swinomish Circles of Care

DEPARTMENT: Mental Health

Supervised by: Mental Health Coordinator

POSITION SUMMARY:

This position is will assist the Project Director in the local community implementation of project activities as described in the grant titled, "*Swinomish Circles of Care.*" This position will be supervised by the Mental Health Coordinator. This position will assist with the organization of the local community planning group/coalition. This position will assist with community planning and infrastructure strategy development activities as well as with the Years 2 through 3 local implementation of universal, selective and indicated prevention strategies for children, youth and families. This position will assist the Evaluator in data collection and performance, surveillance and outcomes assessment and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate, collaborate and coordinate with SITC partners to develop a community-based system of care model for children with mental health challenges and their families.
- Local capacity building to improve the mental health, substance abuse prevention and wellness services and supports for children, youth and their families.

- Provide cross-system collaboration that emphasizes culturally relevant approaches.
- Assist in the coordination of Tribal Mental Health program activities with other services provided through Swinomish Social Services.
- Assist Mental Health Coordinator with gathering data for monthly/quarterly reports in a timely fashion.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor of Arts in Human Services/Social Work or related field. Masters preferred.
- Three years' experience in social service field, with three of those years in a setting serving Native Americans.
- Must have excellent communication skills, both verbal and written.
- Must have excellent organizational skills.
- Must have a history of cross-cultural life and work experience.
- Must have strong team/consensus building skills.
- Must be flexible and demonstrate a willingness to develop and expand skills.
- Must be able to plan, deliver and facilitate culturally appropriate services, supports and interventions.
- Must be flexible and willing to follow directions from administration.
- Must be computer literate.
- Must be able to engage and work respectfully with people from diverse backgrounds as well as fellow employees of SITC.
- CPR, Blood Borne Pathogen training on regular basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An intimate and detailed knowledge of Native American and tribal customs and culture.
- Knowledge of intervention strategies.
- Knowledge of mental and emotional disorders found in the DSM V.
- Knowledge of community resources, tribal resources, and Mental Health resources located near the Reservation.
- An interest in serving Native American people and families.
- Ability to communicate well, organize work and provide leadership.

- Excellent oral and written communication skills.
- Experience in established effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Mental Health Coordinator is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____