

JOB ANNOUNCEMENT
ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

POSITION: I² Positive Directions for Native Health Program Coordinator
LOCATION: Albuquerque Area Indian Health Board, Inc.
REPORTS TO: I² Positive Directions for Native Health Program Director/Southwest Tribal NARCH Coordinator
FLSA STATUS: Exempt (Full-Time)
SALARY RANGE: \$39,520 - \$45,760 per annum (DOE)

GENERAL DESCRIPTION:

The Coordinator will work with the I² Positive Directions for Native Health Program Director and Epidemiologist/Evaluation Specialist to plan, develop, coordinate and carry out activities in compliance with guidelines established by the funding agency, the Substance Abuse and Mental Health Services Administration (SAMHSA). The overarching aim of this project is to utilize a strategic prevention framework (SPF) to guide the selection, implementation, and evaluation of the “Storytelling for Empowerment” intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, develops, organizes, implements, administers and coordinates the objectives of the I² Positive Directions for Native Health Program.
- Manage day-to-day operations for the project.
- Support the work efforts of program staff to conduct a service delivery systems analysis; community needs assessment; community readiness assessment; and create a community resource/asset map to address suicide prevention and substance abuse/misuse prevention.
- Develop and prepare policies and procedures to promote coordination across youth-serving agencies.
- Work with program staff to track outcomes and impacts of the project.
- Work with the epidemiologist/evaluator on activities to improve and enhance suicide data quality for tribes in the IHS Albuquerque Area.
- Prepare and monitor professional service agreements with project consultants.
- Prepare and disseminate culturally appropriate small media products (print and digital) to strengthen public awareness of the burden of suicide among Native youth.
- Conduct routine communication and meetings with tribal and external partners.
- Coordinate/co-facilitate project trainings and webinars, including participant recruitment.
- Work with program staff to conduct program evaluation activities.
- Monitor the progress of the grant and report on accomplishments, present actions, and decisions to tribal stakeholders, advisory councils, and external partners.
- Collaborate with appropriate organizations and funding agencies to ensure contract and financial oversight for research project(s).
- Prepares documentation necessary to report to the funding agency on the progress of the project.
- Travels periodically to communities and other functions to provide consultation as needed.
- Develop and maintain positive relationships with all project partners.

- Performs related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to communicate effectively orally and in writing
- Ability to co-facilitate trainings for tribal stakeholders
- Extensive organizational, planning, and coordinating skills
- Ability to think ahead and plan over a one to two year time span
- Sincere enthusiasm for working with at-risk youth
- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers, public and/or private agencies)

QUALIFICATIONS:

- Minimum bachelor's degree in health education, community/public health, or related field.
- Masters in Social Work, Public Health or related field preferred.
- Experience in health promotion/disease prevention program coordination
- Knowledge and experience working with tribal communities highly preferred.
- Computer and technical skills (including Word, PowerPoint, Excel, Outlook, etc.).
- Must be able to travel
- Able to operate a motor vehicle and have a valid State driver's license
- Completion of background investigation is required

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.
- Travel including overnight stays as needed.
- Drive company-leased vehicle to communities served by AAIHB.

PREFERENCE:

American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, salary requirements, and cover letter to Rachell Tenorio at rtensorio@aaihb.org or regular email to Rachell Tenorio, Albuquerque Area Indian Health Board Inc., 5015 Prospect Avenue NE, Albuquerque, NM 87110. Position is open until filled. For best consideration, please forward all application materials by close of business day (5 PM MST) on **August 31, 2017**.