

Little Traverse Bay Bands of Odawa Indians

REPOSTED Job Posting

Job Title:	SPRING Grant Prevention Outreach Worker
Department:	LTBB Health Department
Reports To:	SPRING Project Coordinator
Status:	Non-Exempt
Salary Range:	\$11.85 to \$16.03/hour (Full-Time: 40 hours per week)
Level:	2
Terms:	Grant Funded Position (Grant ends 2019)
Opens:	February 24, 2016
Closes:	March 16, 2016

SUMMARY

Conducts outreach activities for the SPRING. Distributes of informational materials, conducting interviews for ongoing community needs assessment. Worker will compile reports for the SPRING Project and perform related outreach work including helping to implement evidence bases programs, policies and practices. Prevention programs and other duties as assigned by SPRING Project Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with the tribal community members and provide outreach services to inform community about SPRING Project, SPRING prevention activities and other services available.
- Develop and maintain community partnerships.
- Assist with the collection of epidemiological data by interviewing community members for the SPRING ongoing community needs assessment.
- Assist in developing data source and epidemiological database.
- Assist in identifying data gaps and limitations.
- Assist in identifying gaps of services in the community.
- Assist with data entry.
- Engage and mentor tribal community members including youth who serve on AC, TEOW, Community Coalitions as well as those who participate in SPRING Prevention activities.
- Schedule, arrange or provide transportation when needed for SPRING Projects.
- Keep records of all outreach contacts and activities using project forms, and provide monthly and quarterly reports to Project Coordinator.
- Help organize and participate in meetings, community presentations, and special events, such as the health fair.
- Provides administration support services.
- Assist in implementing evidence based programs, policies and practices.
- Must maintain client confidentiality requirements of 42 CFR, Part 2, and HIPAA regulations.

EDUCATION and/or EXPERIENCE

Associates degree preferred. High School diploma or equivalent is required. Two years experience as a prevention outreach worker, community health representative, or family support worker preferred. Previous experience working with Native American organizations preferred.

If recovering alcoholic/addict, must have minimum of four years of sobriety.

KNOWLEDGE, SKILLS, and ABILITIES

Must possess a working knowledge of general office and clerical practices, good organizational, verbal and written skills, and strong computer skills, including word processing and electronic file management. Must possess a basic knowledge of the local Tribal communities. Have the ability to work with and respect cultural, racial, gender, and sexual orientation differences. Ability to assist in development of informational materials.

OTHER

Must have valid driver's license, availability of vehicle, and be insurable and have a chauffer's license or be willing to attain one within two months of hire. Must be able to travel outside of the state, may include flying. Some evenings, weekends, and extended overnight work may be required. Must be able to work without direct supervision. Experience working with statistics preferred but willing to train. Familiar and comfortable with Native American culture and traditions. Good interpersonal skills.

COMMENTS

Native American preference will apply. Position is contingent upon completing and passing a background check.