



# Ninilchik Traditional Council

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## **JOB VACANCY:**

### **NINILCHIK NATIVE CONNECTIONS PROGRAM MANAGER**

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**ANNOUNCEMENT DATE:** April 13, 2018

**CLOSING DATE:** When Filled

**POSITION TITLE:** Ninilchik Native Connections Program Mgr. **POSITION BEGINS:** When Filled

**POSITION TYPE:** Permanent: 32-40 hours/week

**SALARY:** DOE

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**POSITION SUMMARY:** The Ninilchik Native Connections Program Manager provides all grant program oversight and collaborates with outreach staff to ensure effective program implementation and success. This position will ensure all reporting measures are being followed and that program operations are timely, effective, and to standard. The position is also responsible for community networking and establishing the necessary groups and committees for effective program implementation. The Manager is responsible for ensuring that the quality of prevention outreach is maintained and that the tribe is reaching their goals and objectives. The position will also be responsible for all data collection and community assessment and reporting. Primary outreach goals will consist of the Peer Mentor program execution, Crisis Response Team development, and oversight and steering outreach committee initiatives.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. The Ninilchik Native Connections Program Manager will provide daily oversight of the grant and will be considered key staff. They will work with our current programs to develop prevention outreach based on Substance Abuse and Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-based Programs and Practices (NREPP).
2. Become certified in suicide prevention, i.e. SafeTALK, Youth Mental Health First Aid (YMHFA), Mental Health First Aid (MHFA), Applied Suicide Intervention Skills Training (ASIST), and Question, Persuade, and Refer (QPR).
3. The Program Manager will also work to develop a process and structure that involves the community in guiding grant efforts, including planning, implementation, and evaluation.
4. Work to mobilize SAMHSA's Strategic Prevention Framework to ensure the quality and effectiveness of our programs.
5. Develop policies and procedures to promote coordination among all local agencies that serve youth.
6. Responsible for oversight of effective implementation of the program.
7. Work with our staff and other service providers to implement our program mission and be an integral part of goal and objective achievement.
8. Be responsible for ensuring adherence to grant stipulations at all times and following all reporting protocols.
9. Collect relevant program data and be responsible for all reporting measures.
10. Promote activities that build and support self-esteem for Native culture.
11. The Program Manager will promote, coordinate, and attend behavioral health activities that are prevention and intervention oriented, specifically Mental Health First Aid and Youth Mental Health First Aid.
12. Oversee other staff in the successful implementation of programs and offer support when needed.
13. Coordinate program services with other outreach staff and community collaborators.

14. Work with current outreach staff to implement grant programs including our Mentoring Program, Knowledge and Skills Development Program, Culturally Based Interventions, and Community Outreach and Education Program.
15. Referral and support for outreach staff in guiding them through the processes including; active assistance for youth to locate appropriate treatment programs that are available and correspond to such assistance both needed, and desired.  
Including:
  - a) Having up-to-date applications for office tools, including utilizing the internet and other available technology for research and information.
  - b) Assisting youth in filling out such applications.
  - c) Advocating and coordinating with all known resources for client's needs.
  - d) Maintaining professional and appropriate contacts with such resources, including management of formal MOA agreements with treatment organizations and releases of information with clients.
  - e) Coordinating and facilitating resources in conjunction with established community resources already in place.
  - f) Knowledge of laws and legal procedures, treatment costs and timelines to provide fully informed assistance to clients.
16. Prevention/Education:
  - a) Outreach activities to include, but not limited to, Peer Mentor Program and steering Outreach Committee as determine by Native Connections requirements and evidence based, best practice youth interventions. Must be available to assist with Study Hall, Life Skills, Teen Center and Youth Education and Leadership Program as needed.
  - b) May need to be available after hours and on weekends.
  - c) Collaborate with UAA Center for Human Development and the State of Alaska to develop community crisis response team.
  - d) Create and maintain a sustainable prevention framework.
  - e) Ability to assess when, despite all concerted effort, groups are non-functional, or lack participation, to the point of group being dissolved.
  - f) Facilitate provision of alcohol/substance abuse prevention: plan and implement alternative (non-alcohol/non-substance abuse) recreational activities on a year-round basis including promoting cultural activities that build/support self-esteem as Alaska Natives and American Indians.
  - g) Promote activities that build/support self-esteem for Native lifestyle; i.e.: fishing, sober dances such as contra line dancing, potlatches, quilting, beading, wood working/carving, art, and relevant native traditional activities.
  - h) Establish a positive and non-threatening support system for participants and community members.
  - i) Provide support to participants and families with Crisis Intervention through referrals to appropriate agencies.
  - j) Family support; referral to family support services as determined necessary by participant need and interest.
  - k) Promote, coordinate, and attend behavioral health activities that are prevention and intervention oriented as time and budget permits. These activities can include the supplemental components of arts and crafts, fishing and clamming; however, the supplemental components cannot be the prevention/intervention activity. These activities can be defined as substance abuse education groups, community educational presentations, working closely with the Outreach Coordinator/specialist on school or preschool presentations/lesson plans on healthy relationships and substance abuse prevention, and activities in which education is provided, etc. Both daytime and nighttime activities will be expected.
  - l) Educate the community on mental health issues through newsletter articles, marketing campaigns, PSAs social media, videos, talking circles and speakers.

- m) Work with Outreach Coordinator/specialist to bring, provide and/or coordinate alcohol/substance abuse/suicide prevention education to the youth in the Tribal area as time and budget permits.
  - n) Provide presentations for the adult and youth community regarding behavioral health issues (healthy relationships, living skills, and alcohol/substance/suicide prevention). This can be an outreach activity/event.
  - o) Obtain and maintain resources for youth and young adults interested in learning about behavioral health issues by obtaining appropriate resource materials (books, pamphlets, videos, etc.) which include information on addiction, alcoholism, substance abuse, suicide, recovery, codependency, smoking, smoking cessation, domestic violence, sexual assault, incest, rape, grief, communications, parenting, self-esteem, native culture and traditions etc., to be used as NTC program resources library and establish a community lending library for easy access of information.
17. Referral
- a) Knowledge of referral resources.
  - b) Promotion of referral resources.
  - c) Work to enhance access to referral resources.
  - d) Documentation and follow-up of referral activity.
18. Community
- a) Understand and use universal prevention strategies of primary, secondary and tertiary prevention.
  - b) Develop and sustain a community crisis response team.
  - c) Facilitate and promote community readiness (including needs assessments and committee meetings and community workshops).
  - d) Advocate for youth risk behavior prevention and childhood investment.
  - e) Work to destigmatize suicide and behavioral health among young and community.
    - Organize trainings/workshops
    - Raise awareness
    - Have guest speakers
    - Host expert panels
    - Display promotional materials
  - f) Documentation of prevention and community education.
19. Provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid classes, the Red Cross Adult CPR, the Red Cross Child/Infant CPR Class and the Red Cross AED Class at times when there is no medical staff (Mid-levels, Community Health Practitioner, or Community Health Aid) at the clinic. This position will maintain current Red Cross cards per guidelines for Red Cross Standard First Aid, Red Cross Adult CPR, Red Cross Child/Infant CPR, and Red Cross AED.
20. Interface with other health service and health clinic staff to provide coordinated planning and services for Ninilchik Traditional Council (NTC) service area residents. Additionally, the position will serve to augment primary emergency response needs, as required by events.
21. Work with the NTC Indian Child Welfare Act (ICWA) Program staff regarding youth problems as needed.
22. Work with the Tribal Services Program staff regarding youth issues as needed.
23. Report to Office of Children's Services (OCS) as required by law.
24. Data, record and reports- Per policy and procedure the employee will maintain records of required grant program data, complete reports and submit such data and reports in a timely manner. The employee will ensure that confidential material/records/correspondence is kept secure and that individual patient/client confidentiality is maintained according with 42 CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPAA) requirements.
25. Submit grant budget proposals as required: become familiar and work within bounds of budget and track expenses within the program.

26. Submit timesheets and necessary program supply requisitions in accordance with NTC policy.
27. Be visible in the community and participate in the activities that he/she coordinates.
28. Other duties as assigned or directed by the NTC Tribal Health Director and/or Executive Director.

This position will follow the NTC/Ninilchik Community Clinic's HIPAA policies and procedures. Any breach in confidentiality will lead to termination. As the SAMHSA Native Connections Program Manager, all grant guidelines must be followed and reported to SAMHSA as well as the Tribal Health Director and the Executive Director.

**QUALIFICATIONS:**

1. Current knowledge of programs such as Microsoft Office Products (Word, Excel, and Publisher).
2. Must pass through a criminal background check with acceptable standards of character.
3. Must have strong interpersonal skills.
4. Experience working with youth and previous involvement with the implementation of positive support systems and programs for youth.
5. Must possess a valid Driver's License and transportation.
6. High School Graduate- Bachelor's Degree Preferred.
7. Become certified in suicide prevention, i.e. SafeTALK, Youth Mental Health First Aid (YMHFA), Mental Health First Aid (MHFA), Applied Suicide Intervention Skills Training (ASIST), and Question, Persuade, and Refer (QPR).
8. Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information:   Ninilchik Traditional Council  
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