

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH**

POSITION: Suicide Prevention Coordinator **SALARY:** DOE

DEPARTMENT: Northern Cheyenne Tribal Board of Health – Methamphetamine and Suicide Prevention Initiative – Health Promotion Programs

ACCOUNTABLE TO: Director of Health Promotion Programs

CLASSIFICATION: Covered, Non-exempt

OPENING DATE: January 19, 2023

CLOSING DATE: February 1, 2023 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran’s preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

This position **requires** the Coordinator to assist in developing or identifying and implementing culturally appropriate suicide prevention programs/activities. This program **will** address the mental, physical, emotional, social and spiritual well-being of our Cheyenne youth, teens and adults. The coordinator **will** integrate cultural and traditional approaches into the Suicide Prevention Initiative. The position **will** function as both an educator and resource person for schools, programs, employees, organizations and communities.

JOB CHARACTERISTICS:

Nature of Work: Duties of this position include assessing the needs of our schools, programs and organizations, identifying, resources to develop appropriate interventions, present preventive educational and awareness materials, programs and activities.

Personal Contacts: This position **requires** daily contact with supervisor, and as needed, with schools, agencies, programs and youth peer leaders. **Will** coordinate and collaborate on projects to accomplish objectives.

Supervision Received: This position **requires** daily contact with supervisor to report on daily planned activities. **Required** to submit reports of activities and contacts, meetings, travel and training attended on a monthly, quarterly, bi-annual and annual basis.

Essential Functions: Position **requires** the ability to communicate effectively both orally and in writing. **Ability** to review and analyze written material, organize, coordinate, implement and evaluate projects, conduct presentations. **Develop** an effective approach utilizing students as peer leaders to educate other youth/students. **Act** as a resource to schools, programs and the communities.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Provisions of Suicide Prevention educational services to schools, organizations, programs, communities and agencies:

- Responsible for day to day program activities within department.
- Develop and maintain a list of contacts: i.e. peer leaders, school personnel, etc.
- Present and promote QPR and ASIST as a means to educate our youth/teens to recognize risk factors of suicidal ideation.
- Assist with identifying, planning, development and implementing an educational program or curriculum for teachers, school counselors, peer leaders and coaches.
- Organize and coordinate both cultural and educational approaches for targeted groups including group and class discussion.
- Participate in planning, development and coordination of educational programs for communities seeking solutions to address bullying, violence, suicide and methamphetamine.
- Identify culturally appropriate, best practice curriculum and program presentations to best meet the need of schools and communities.
- Promote teamwork and collaboration while providing leadership and community empowerment in seeking solutions for bullying, violence, suicide and methamphetamine.
- Completes necessary reporting, narrative and statistical data on projects and activities in a timely manner and as requested.
- Active participation in meetings, local community advisory boards, planning groups, etc.
- Increase community-wide knowledge of bullying, violence, and suicide.
- Performs other related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position **requires** a working knowledge of the Tribes Personnel, Travel, Procurement and Financial policy manual and systems. Complete and submit requisitions, order supplies, materials, equipment; get quotes from businesses on a regular basis. Work with developing contracts for submission to Procurement. **Be** culturally sensitive and knowledgeable of the Northern Cheyenne traditions, customs and history. **Be** able to identify community resources, ceremonial and spiritual leaders.

Skills: This position **requires** skills in the use of computer software, word processing, retrieving and developing reports. Good communication skills both verbally and written. Facilitator **must** be comfortable with networking, collaboration, coordination and leading group meetings and activities. Strong organizational, public speaking, and self-motivating skills **required**.

Abilities: This position **requires** good public relation skills, communicates effectively, follows direction both written and oral instructions; makes appropriate decisions; understands policy and procedures, self-motivated, works independently. **Able** to assess program needs, develop or identify appropriate curricula, implement and evaluate a project. **Perform** as a resources for other programs and community members. **Establish** and **maintain** effective working relationships towards organizational goals.

JOB PERFORMANCE STANDARDS:

- Maintaining confidentiality of records, personnel information disclosed
- Complete certificate of privileges to the Indian Health Service RPMS and Computer Security Awareness Training
- Understands Privacy Act and adheres to regulations
- Confidentiality of Information
- Works well with others, co-workers, supervisors, general public and public entities.
- Takes direction and promptly carries out duties assigned
- Professional in all aspects of work performed
- Observes work hours and punctuality

EDUCATION AND EXPERIENCE:

A two (2) year Degree in a **Health** related field **Preferred** and/or two (2) or more years of experience in program coordination.