

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES**

POSITION: S.O.A.R. Coordinator-Temporary, Part-Time **SALARY:** \$15.00 per hour

DEPARTMENT: Northern Cheyenne Investigative Services (NCIS)

ACCOUNTABLE TO: Director, NCIS

OPENING DATE: January 12, 2022

CLOSING DATE: January 26, 2022 4:00 PM

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: The incumbent serves as the Safe On All Roads (SOAR) Coordinator and is responsible for developing and implementing a multi-faceted communications, outreach and advocacy program that will reduce impaired driving and increase the use of seat belts to reduce motor vehicle injuries and fatalities among residents of the Northern Cheyenne Reservation. **This is a temporary, part-time position not to exceed thirty (30) hours per week.**

DUTIES AND RESPONSIBILITIES:

1. Read and understand the Safe On All Roads Grant Agreement to ensure compliance with rules and regulations.
2. Read and understand performance objectives and reporting requirements of the Safe On All Roads Grant Agreement.
3. Ensures all Grant Agreement reporting requirements, objectives, and activities are completed in a timely manner and within established Grant Agreement guidelines.
4. Maintains and compiles data records, activity log sheets, and traffic data reports.
5. Maintains inventory of all child car seats purchased for the Safe On All Roads Grant and submits reports as required.
6. Prioritizes work to meet deadlines.
7. Adheres to confidentiality of information.
8. Follows policies and procedures of the Northern Cheyenne Tribe.
9. Maintains a good rapport with employees at all levels within the Northern Cheyenne Tribe as well as members of the local Northern Cheyenne Tribal communities, local school administrators and students, local Bureau of Indian Affairs Law Enforcement, local Indian Health Service, local Northern Cheyenne Board of Health, and the Montana Department of Transportation.

SUPERVISION RECEIVED: The SOAR Coordinator receives direction from the Director, Northern Cheyenne Investigative Services. The activities of the program will be consistent with, but not limited to,

the strategies of the Montana Department of Transportation Comprehensive Highway Safety Plan and initiatives to reduce American Indian fatalities.

PERSONAL CONTACTS: The SOAR Coordinator interacts daily with staff; organizations and agencies outside of the Northern Cheyenne Investigative Services with special emphasis on increasing proper seat belt use and reducing impaired driving. While collaborating with the Northern Cheyenne Tribe on the development and nurturing of local, tribal and other government contacts, the SOAR Coordinator will be a key point of contact for networking with other individuals and organizations who have similar goals and/or similar audiences. The SOAR coordinator will provide credible representation of the Safe On All Roads program on behalf of MDT as well as the Tribe. This will include providing project updates and progress reports to internal audiences, partners and stakeholders.

PHYSICAL EFFORT & ENVIROMENTAL FACTORS: The work is performed in a standard office environment and requires intermittent sitting, standing, walking, bending, stooping, reaching, pulling, or carrying light objects (less than 15 pounds) such as files. There is occasional lifting and carrying of such items as record boxes, paper boxes, and bulk files (under 45 pounds). The SOAR Coordinator will work in an office environment with normal physical effort. Internet access and ability to communicate through e-mail will be provided. Resources to print and store program materials will be available. Travel will be required in tribally-supplied or privately-owned vehicle.

MINIMUM QUALIFICATIONS:

- High school diploma
- Previous experience in community outreach and education for promotion of seat belt use and sober driving
- Experience in media relations for wellness and prevention or public health
- Public relations and outreach or other training in community-based prevention
- Certification or ability to obtain certification as a Child Passenger Safety Technician and other appropriate and relevant subjects, such as Responsible Alcohol Sales & Service Trainer, or Injury Prevention training, as necessary
- In-depth knowledge and familiarity with the history and cultural and social teachings and values of the Tribe
- A well-developed understanding of the local social, institutional and cultural opportunities for appropriate outreach
- Understanding of the current strategies and background of highway safety efforts on the Reservation
- Experience in the execution of focus groups or other qualitative research for message formation and testing
- Experience in the delivery of school presentations and effective development of local initiatives
- Training in seat belt observation data collection, survey data collection or similar evaluation measures

NECESSARY SPECIAL REQUIREMENTS:

- Required to sign a code of conduct and understand sanctions for misconduct.
- Required to pass a pre-employment drug test.