



**PROGRAM COORDINATOR
CIRCLES OF CARE PROGRAM
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

**REPORTS TO: DIRECTOR
SALARY/HOURLY RANGE: 52
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for carrying out the provisions of SAMHSA – Behavioral Health Services: Circles of Care grant goals and objectives in coordinating the planning of a support system focusing on mental health and wellness for youth up to age 25. Contacts are with the Hopi community villages, Hopi elders, general public, schools, colleges, local and off reservation agencies which are working toward mutual goals and focus on related services. The purpose of these contacts is to exchange factual information. Work is performed in a standard office environment and in the community. The incumbent may be exposed to situations involving emotional/physical conflicts requiring the incumbent to use precautionary measures. The incumbent will be required to maintain a flexible work schedule. Travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Responsible for the implementation of the grant goals and objectives and provides daily supervision, support and technical assistance to program employees and CAG members. Conducts employee evaluations, monitor's time/ attendance and activities.
- 2) Collects data and prepares statistical quarterly reports on grant activities and submits to the BHS Director, inputs reports into the federal SPARS system and complies with all grant compliance requirements and submits into the electronic Research Administrations (eRA) Commons systems. Develops program protocols and procedures necessary for effective administrative oversight, program planning, and monitoring. Maintains strict confidentiality on all sensitive information.
- 3) Engage in strategic planning and organization to coordinate and implement of all grant activities such as: facilitating community needs assessments with the villages, focus groups, interviews, and community surveys which focus on the mental health and wellness for youth up to age 25; aggregates all data into reports for easy understanding and presents the data reports to the CAG members and community members.
- 4) Utilizing best practices such as the Strategic Prevention Framework established by SAMHSA for planning the COC support network system; recruits, organizes, and coordinates the development and implementation of the (3) Community Advisory Groups. Develops CAG policies, coordinates CAG meetings, and monitors all CAG activities while they plan the development of a supportive network system of care for the target population.
- 5) Conducts community presentations on the goals of the grant and progress of the CAG activities; facilitates a review process of all exiting surveys, questionnaires, interview reports with the CAG members to help lay the foundation of the COC network system. Integrates Hopilavayi, culture, Hopi roles & responsibilities into the planning of the COC network system.
- 6) Collaborates with local, state and federal agencies, local non-profit agencies, Hopi consultants, Tribal programs/departments, community advisory groups, stakeholders, and school personnel to include these agencies in the developmental planning process of the COC network system; identifies gaps in the current network system and strategies solutions to bridge these gaps. Ensure community partnership both local and off reservation.
- 7) Participates in all grant webinars, meetings, and BHS sponsored activities, staff meetings to ensure consistent provision of services. Participates in community outreach, school/community events to advocate and promote the COC program goals and when necessary, works weekends and evenings to implement the program activities.
- 8) Performs other related duties as assigned to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Psychology, Social Work or in Behavioral Health Science field or Human Service related field;

AND

Experience: Five (5) years work experience facilitating groups in planning projects, research and aggregating data, coordination of data oriented activities in planning for the development of programs;

OR

Equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of high risk behaviors, protective factors, Hopi villages and school systems
- Knowledge of socio-economic conditions, traditions and culture of Hopi
- Knowledge of behavioral health/social services program and other resources
- Knowledge regarding mandate reporting of child abuse and referral process for behavioral health services
- Knowledge of community needs, survey techniques, presentation evaluations coordination of services
- Knowledge in suicide risk/protective factors, Safe Talk, QPR, and other suicide prevention methods to identify youth at risk.
- Excellent verbal and written communication skills
- Excellent public speaking skills
- Excellent human relations skills
- Skill in preparation of information/educational brochures materials and conducting public presentations
- Skill networking with multiple agencies and community organizations and members, public relations
- Skill in working with populations ranging from pre-school to elderly
- Skill in working with computer programs (i.e. Microsoft, excel), aggregating data for reporting
- Ability to develop presentations/prevention curriculum to meet the developmental level of specific populations
- Ability to provide written and verbal reports and evaluations concerning program activities, accomplishments, goals and objectives
- Ability to maintain strict confidentiality of client information, files, etc.
- Ability to maintain a flexible schedule to meet the needs of the position and work independently
- Ability to establish and maintain effective professional working relationships with others
- Ability to effectively handle stress and meet the demands of the position

NECESSARY REQUIREMENTS

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Must possess First Aid/CPR certification or obtain within six (6) months of employment and maintain throughout employment.

DESIRED REQUIREMENT

Speak and understand the Hopi language to translate Hopi to English and vice-versa.