



Seldovia Village Tribe

Prevention Program Coordinator

Department: Prevention

FLSA Status: Exempt

Grade/Level:

Work Schedule:

Flexible 35 hour work week.

Job Status: Full Time

Reports To: CEO

Amount of Travel Required: Varies

Positions Supervised:

Prevention Program Specialist
Prevention Activities Assistants

POSITION SUMMARY

Develops, organizes, and administers the SVT Prevention Program in the community of Seldovia consistent with the philosophy, policies and procedures, goals and objectives of the Prevention Program as established by the Seldovia Village Tribal Council. Objectives include outreach, treatment, case management, referral prevention, education and continuing care activities.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Develop and plan youth and adult prevention activities, including but not limited to alternative activities, after school programs, parenting education classes, stay in school activities, drug and alcohol education, testing and screening.
- Coordinate with all local community organizations to include S.B. English School, Boys & Girls Club of Seldovia, and other Tribes to offer quality prevention service in the community of Seldovia.
- Represent the Seldovia Village Tribe within the Behavioral Health field in the State of Alaska via involvement with the Association of Rural and Alaska Native Drug and Alcohol Programs (ARANDAP), the Substance Abuse Directors Association (SADA) and the Behavioral Health Association.
- Manage activity assistants, lifeguards and scheduled summer/seasonal employees. Work closely with Program Counselor, Prevention Program Specialist and Activities Assistants to insure the best implementation of prevention programming.
- Prepare and administer the budget as approved by the Tribal Council and provide a program report to the CEO by the 10th of each month.
- Administer all expenditures of project funds as authorized by the Tribal Council and notify CEO and CFO of any budget revisions for approval. This includes all direct costs.
- Have an interest in, knowledge of and respect for Native American lifestyle and culture.
- Demonstrate maturity, dependability, judgment and empathy in carrying out the scope of the prevention program work. Must be capable of seeing a need and take the appropriate steps to initiate, organize and take action to attempt to correct the situation.
- Schedule parent volunteers as needed for youth activities. Schedule lifeguards

- Quarterly inventory of supplies and snacks on hand.
- Ensures monthly activity calendars for Open Swims, Open Gyms, Teen Night and all other prevention activities are compiled and posted in the community for all events.
- Implements ICWA Program including Cultural Awareness aspect. Insures the spirit and letter of the Indian Child Welfare Act are carried out in the best possible manner.
- Compose, edit and publish Quarterly Prevention Newsletter.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Innovative - Ability to look beyond the standard solutions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.

SKILLS & ABILITIES

Education : Bachelor's Degree (four year college or university)

Experience : Two to four years related experience

Computer Skills

Proficient in MAC , PC, knowledge of general office equipment such as fax, copiers, calculator. Ability to use WORD and EXCEL programs.

Certificates & Licenses

Four year degree from an accredited university or four years related experience.

Other Requirements

Be a resident of the community served. Must be willing to submit to and pass background security check and drug test. Be neat and clean in personal appearance and attire and have the ability to deal pleasantly with other agencies and the general public. Maintain a model lifestyle free of alcohol and illegal drugs. Preference will be given to Alaskan Natives and American Indians according to the Seldovia Village Tribe TERO Compliance Plan. Must be able to adhere to code of confidentiality of SVT and HIPAA regulations. Conduct should conform to the highest of ethic principles and professionalism. Annual TB test.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

The Prevention Program Coordinator works closely with the community youth in a typical school environment. Work area is also in typical office setting working with computer and copier. Must be able to gather prevention activity supplies from various locations in proximity to office. Seldovia Village Tribe is a drug free, smoke free environment.

Approval Signature: _____ Date: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.