



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Training & Education  
Prevention Coordinator**

**Open Date:**

**August 3, 2018**

**Position Objective:**

### **Major Duties & Responsibilities**

- Develop and implement Spirit Lake Tribe Native Connections, a suicide prevention education program. This includes implementing an evidence-based curriculum, Cultural-based curriculum, training presentations, and attending community meetings.
- Maintain accurate statistics and monthly reports.
- Assist with grant reporting and securing future funding for program.
- Demonstrate a clear understanding of and commitment to prevention, community organizing, and community planning.
- Over time, develop proficiency in program evaluation and demonstrate that prevention strategies reduce risk factors and increase protective factors.
- Identify, train and utilize community wellness coordinators to maximize tribal community education/awareness prevention efforts.
- Build, cultivate, and maintain relationships with Spirit Lake Reservation schools and other agencies to assure effective prevention efforts, participation, and evaluation.
- Attend community and regional and national trainings as required.
- Support tribal events through attendance as appropriate.
- All other duties as assigned.

**Qualifications, Experience and education required: College degree in sociology, psychology, social work, or related human services field highly desired. At least two years' experience in public speaking and training. Excellent verbal and written communications skills as well as editing, writing, typing, computer, communications and organizational skills.**

- Must have a driver's license, clean driving record and reliable method of transportation to various worksites.
- Creative approach to teaching and peer education. Experience with public speaking.
- Commitment to culturally competent education and outreach.
- Strong written and verbal communication skills and ability to work with youth, families, and community.
- Strong planning and organizational skills.
- Sensitivity to program participants issues and needs, including the ability to understand and follow all regulatory requirements regarding safety and confidentiality of participants

- Ability to work under pressure, flexibility, and willingness to work some evenings and weekends as program demands.

<b>Job Role:</b>	<b>Training and Education Prevention Coordinator</b>	<b>Company Industry:</b>	Spirit Lake Tribal Health Dept.
<b>Department:</b>	Tribal Health	<b>Closing Date:</b>	<b>August 17, 2018</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Tribal Health Director
<b>Hourly Range:</b>	\$15-\$17 Per Hour	<b>Manages Others:</b>	N/A
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non- Exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Tribe Human Resource Dept.	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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