



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

Job Title:	Alcohol and Other Drug (AOD) Prevention Coordinator	Open Date:	November 5, 2019
Program:	Tribal Health	Close Date:	November 19, 2019

Position Objective:

Major Duties & Responsibilities

- Collection and review of local data and information.
- Assist in the development and implementation of program goals, objectives and activities.
- Build, support, and sustain community volunteers and leaders for local alcohol and other drug prevention policy initiatives, leadership, and messaging for expanded outreach capacity.
- Advocate for alcohol and other drug prevention policies and programs by conducting public education presentations to a variety of groups and organizations.
- Collaborate with other community health agencies and organizations on promotional campaigns and partner in health education programs and organizations.
- Serves as spokesman and coordinate the development of coalition spokesperson to community organizations, newspapers, and other media and elected officials.
- Maintain program statistics and prepare reports in accordance with grant and/or programs reporting requirements.
- Promote public awareness and education of alcohol and other drug prevention through mainstream communication outlets utilizing social media, news releases, letters to the editor, TV, radio, newspaper, billboard advertisements, public service announcements, and organizational newsletters.
- Evaluate the effectiveness of alcohol and other drug use prevention programs, health promotion campaign strategies, and education programs; develop and administer evaluation tools.
- Participate in various community and boards related program activities and responsibilities; represent the agency and provide accurate information regarding AOD prevention.
- Implement capacity building activities and other activities outlined in implementation plans. This includes tracking and reporting progress, maintaining program fidelity, troubleshooting difficulties, and developing solutions to possible barriers.
- Establish and maintain collaborative relationships with a variety of stakeholders.
- Engage coalition members and other key stakeholders to identify community priorities, resources, needs and solutions.
- Provide training/education to local and key stakeholders to increase capacity to implement and sustain evidence-based substance abuse prevention efforts.
- Complete federal and contract reporting requirements,

- Analyzing evaluation results and present/share evaluation results with key stakeholders.
- Maintain and utilize a working knowledge of significant developments, trends, and best practices in the field of substance misuse prevention.
- Attend trainings, research local and national trends for substance misuse prevention.
- Participate in trainings, meeting, conference, etc., required by state.
- Comply with state and federal grant requirements.
- Provide Responsible Beverage Server Training where it is needed.

Qualifications, experience, and education required:

- Preferred Associate's degree in public administration, public health, social work, business, criminal justice, or any related field.
- Must have Valid Driver's License
- Must have reliable transportation and willing to travel out of town to trainings, meetings, conferences, etc., required by state.
- Certified Responsible Beverage Server Trainer or willing to obtain certification.
- Certified Substance Abuse Prevention Skills Training (SAPST) or willing to obtain certification.
- Must have a working knowledge of Native American Cultural values and knowledge of reservation life.
- Computer skills demonstrating the ability to operate Microsoft Word, Excel, Power Point, and Adobe Reader, as well as proficiency with regular and frequent communication through e-mail and the Internet.
- Visibility requires maintaining professional appearance and provide a positive company image to the public.
- Record keeping and reporting procedures
- Establish and maintain effective working relationships with other agencies, organizations and tribal entity representatives.
- Basic principles and practices of grant/budget development and management.

Job Role:	AOD Prevention Coordinator	Department	Spirit Lake Tribe
Exempt/Non-exempt:	N/A		
Status	Full Time	Supervision	Tribal Health Director
Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	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.		