

**JOB ANNOUNCEMENT**  
**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.**  
**POSITION DESCRIPTION**

**POSITION:** I<sup>2</sup> Positive Directions for Native Health Program and Prevention for Community Wellness Positive Directions for Native Health Program Coordinator

**LOCATION:** Albuquerque Area Indian Health Board, Inc.

**REPORTS TO:** Southwest Tribal NARCH Program Manager

**FLSA STATUS:** Exempt (Full-Time)

**GENERAL DESCRIPTION:**

The Coordinator will work with the Intergenerational Intertribal (I<sup>2</sup>) Positive Directions for Native Health and the Prevention for Community Wellness Positive Directions for Native Health Programs. The Coordinator will work closely with the Director, Lead Analyst, Epidemiologist, and Evaluator, to plan, develop, coordinate and carry out activities in compliance with guidelines established by the funding agency, the Substance Abuse and Mental Health Services Administration (SAMHSA) Native Connections and Strategic Prevention Framework Partnership for Success grants. The overarching aim of these projects are to utilize a strategic prevention framework (SPF) to address and prevent suicide and underage drinking among American Indian youth.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, develops, organizes, implements, and coordinates the objectives of the I<sup>2</sup> Positive Directions for Native Health Program and the Prevention for Community Wellness Positive Directions for Native Health Program.
- Manage day-to-day operations for the project.
- Support the work efforts of program staff to conduct a service delivery systems analysis; community needs assessment; community readiness assessment; and create a community resource/asset map; community outreach/awareness events; and development of a strategic action plan to address suicide prevention, underage drinking, and substance abuse/misuse prevention.
- Develop and prepare policies and procedures to promote coordination across youth-serving agencies.
- Prepare and monitor professional service agreements with project consultants.
- Prepare and disseminate culturally appropriate small media products (print and digital) to strengthen public awareness of underage drinking and the burden of suicide among Native youth.
- Conduct routine communication and meetings with tribal and external partners.
- Coordinate and co-facilitate project curriculum, trainings and webinars, including participant recruitment.
- Work with program staff to conduct program evaluation activities.
- Work with program staff to track outcomes and impacts of the project.
- Work with the Epidemiologist/Lead Analyst/Evaluator on activities to improve and enhance substance use and suicide data quality for tribes in the IHS Albuquerque Area.
- Monitor the progress of the grant and report on accomplishments, present actions, and decisions to tribal stakeholders, advisory councils, and external partners.
- Collaborate with appropriate organizations and funding agencies to ensure contract and financial oversight for research project(s).
- Prepares documentation necessary to report to the funding agency on the progress of the project.
- Travels frequently to partner Tribal communities and other functions for program activities and to provide consultation as needed.

- Develop and maintain positive relationships with all project partners.
- Performs related tasks as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to communicate effectively orally and in writing
- Ability to co-facilitate trainings for tribal stakeholders
- Extensive organizational, planning, and coordinating skills
- Ability to think ahead and plan over a one to two year time span
- Sincere enthusiasm for working with at-risk youth
- Comprehensive knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers, public and/or private agencies)

**QUALIFICATIONS:**

- Minimum bachelor's degree in health education, community/public health, or related field (or equivalent work experience) required;
- Masters in Social Work, Public Health or related field preferred (or equivalent work experience);
- Experience in mental health/behavioral health/suicide and/or substance use prevention program Coordination preferred;
- Knowledge and experience working with tribal communities highly preferred;
- Computer and technical skills (including Word, PowerPoint, Excel, Outlook, etc.);
- Must be able to travel;
- Able to operate a motor vehicle and have a valid State driver's license;
- Completion of background investigation is required.

**WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.
- Travel including overnight stays as needed.
- Drive company-leased vehicle to communities served by AAIHB.

**PREFERENCE:**

American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

**TO APPLY FOR THIS POSITION:** Send a letter of interest, CV/Resume, list of three professional references, and salary requirements to Rachell Tenorio at [rtenorio@aaihb.org](mailto:rtenorio@aaihb.org) or regular mail to Rachell Tenorio, Albuquerque Area Indian Health Board Inc., 7001 Prospect Place NE, Albuquerque, NM 87110.

**DEADLINE TO APPLY:** Close of business day (5:00pm MST) **Friday, November 22, 2019.**