



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Native Connections Program Coordinator– Family Services - (FT - Grant funded Position)**

**Summary:** The Native Connections Program Coordinator is responsible for managing the LRBOI Native Connections Program, a community-driven suicide and substance use prevention program for American Indian and Alaska Native (AIAN) youth under the age of 24 years. This management will include communication, coordination and collaboration between the Be Da Bin Behavioral Health Department and partner organizations, including all school districts and colleges educating LRBOI Tribal members. The objective of the program is to enhance community outreach and engagement to youth who are at risk for suicide and substance misuse. This will be accomplished using a data- and community-driven planning process. The Program Coordinator will have direct supervision of all Native Connections staff, volunteers, services, and activities.

### **Employment Qualifications:** A qualified candidate offers:

- Bachelor's degree in Social Work, Psychology, Public Health, Education, or Counseling or a minimum of five (5) years working directly with youth in a school or group home setting.
- Two years of professional level experience in at least one of the following fields: social services, education in a tribal college or similar institution working with tribal students; health/behavioral health care; or health/behavioral health education; experience working with youth at risk.
- Experience in the grant administration process.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Proficient with Microsoft Office 365 and other standard Microsoft Office applications.
- Possession of a valid Driver's License with the ability to be insured under the company's insurance policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade: E3 (Min 37,559 – Mid 49,808 – Max 59,770)**

**Hiring Salary: Commensurate with Verified Qualifications**

**Status: Exempt/Salary/Bi-weekly pay**

### **Application Instructions:**

**Obtain an application form** and/or request a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

**To apply:** please submit completed **LRBOI application, cover letter, resume, degree transcripts, relevant certifications/licensures and a copy of driver license;** by 5 PM, January 19, 2021 to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

**Incomplete Submissions will not be considered.**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Automobile travel is required for this position, may require proof of personal automobile insurance.

*For further information, please contact the LRBOI HR Department.*

Posted – 01-05-2021

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