

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-18-110



**POSITION TITLE: Project Coordinator – MSPI**

**CLOSING DATE: Open until filled**

### **Position Summary:**

Under general supervision of the Health Promotion Disease Prevention Manager, this position is within the Methamphetamine & Suicide Prevention Initiative (MSPI) for American Indian and Alaskan Native (AI/AN) Urban Program communities. The purpose of the MSPI-U is to expand community-level access to effective, Urban AI/AN methamphetamine and/or suicide prevention and treatment programs. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Provide community-focused responses that enhance evidence-based or practice based methamphetamine and/or suicide prevention services.
- Coordinate and collaborate with other partners to share resources and information that could strengthen services for communities to respond to their local methamphetamine and/or suicide crises.
- Participates in a nationally coordinated program focusing specifically on increasing access to methamphetamine and/or suicide prevention related activities among the Federal partners, Areas, Tribes, States, and academic or not-for-profit programs.
- Collaborate with the six health promotion Improving Organizational Performance teams to support team efforts and provide data to support their goals as well as support data for grant resources.
- Establish baseline data information related to methamphetamine abuse/suicides in the local communities and forms evaluation of outreach efforts.
- Promote programs that will ensure measurable impact.
- Develop a three (3) year action plan to focus on developing, enhancing, and implementation of a community-base, evidence or practice-based methamphetamine and/or suicide prevention program.
- In conjunction with the evaluation, the MSPI project may include training (on-site and off-site conference calls, information sharing using email and/or faxing materials.
- Develops or enhance the grantee's local evaluation capacity for the purposes of meeting MSPI data collection requirements.
- Development of culturally appropriate materials.
- Publicize and inform MSPI activities in the affected communities.
- Must attend one (1) mandatory MSPI-U grantee meeting per year.
- Must participate in a national evaluation of this project.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Bachelor Degree in a behavioral science field required; Masters of Social Work degree preferred. A minimum of two years' experience in project coordination plus two year's minimum experience in working with community development, program analysis, and evaluation. Proficient in the English language and proper grammar. Navajo speaking is preferred. Must have a valid driver's license. Must be able to successfully pass a background investigation as this position is a Child Care

position and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

**Knowledge, Skills, Ability:**

- Knowledge and appreciation of Navajo culture and traditional practices.
- Knowledge of the Government Performance and Results Act of 1993 (GPRA)
- Knowledge use of Resource and Patient Management System (RPMS) and the Electronic Health Record (EHR)
- Knowledge of the socio-cultural factors that adversely affect the mental health of American Indian populations and skills in the design of activities that can ameliorate these problems.
- Maintains and adheres to strict confidentiality of medical information and guidelines in accordance with the Privacy Act, HIPAA, AAAHC, EMTALA, and OSHA rules and regulations.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of Microsoft Professional Office applications, in addition to new applications/ software as acquired.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Ability to work under the pressure, multitask and meet constant deadlines while maintaining an attention to detail and accuracy.
- Ability to work independently to accomplish goals.
- Skilled in computers data tracking systems, Microsoft Office programs.
- Must possess excellent customer service skills
- Must be able to have Navajo interpretation and translation;
- Requires knowledge of sensitivity to cultural and language differences.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed both in an office and outdoor setting with exposure to natural weather conditions and various dusts and mists, and in an office setting with a moderate noise level. Work environment may involve exposure to physical risks. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**