



Ninilchik Traditional Council
P.O. Box 39070
Ninilchik, Alaska 99639
Phone: 907 567-3313 / Fax: 907 567-3308
E-mail: ntc@ninilchiktribe-nsn.gov
ninilchiktribe-nsn.gov

**VACANCY ANNOUNCEMENT:
NINILCHIK NATIVE CONNECTIONS PROGRAM ASSISTANT**

ANNOUNCEMENT DATE: September 25, 2024	CLOSING DATE: When Filled
POSITION TITLE: Native Connections Program Assistant	POSITION BEGINS: When Filled
POSITION TYPE: Full Time/Permanent (Dependent on Funding)	SALARY: DOE

POSITION SUMMARY: The Native Connections Program Assistant provides assistance to the Native Connections Program Manager and collaborates with outreach staff to ensure effective program success. This position will ensure all reporting measures are being followed and that program operations are timely, effective, and to standard. The position is also responsible for community networking and establishing the necessary groups and committees for effective program implementation. The Manager is responsible for ensuring that the quality of prevention outreach is maintained and that the Tribe is reaching their goals and objectives. The position will also be responsible for all data collection and community assessment and reporting. Primary outreach goals will consist of the Peer Mentor program execution, Crisis Response Team development, and oversight and steering outreach committee initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Work with our staff and other service providers to implement the program mission and be an integral part of goal and objective achievement.
2. Promote activities that build and support self-esteem for Native culture.
3. Promote, coordinate, and attend behavioral health activities that are prevention and intervention oriented, specifically Mental Health First Aid and Youth Mental Health First Aid.
4. Coordinate project services with outreach staff and community collaborators.
5. Manage, refer, and report unsafe activities and behaviors to appropriate authorities, supervisor, and parents.
6. Assist the Substance Abuse and Mental Health Services Administration (SAMHSA) Native Connections Program Manager in all Youth Outreach activities including but not limited to the Youth Education Leadership Program (YELP) and Teen Center.
7. Provide a positive and non-threatening support system (to level of training) for youth and families affected by alcohol and/or substance abuse with referrals for Crisis Intervention and/or referrals for treatment to the appropriate agencies.
8. Assist in implementing non-alcoholic and non-substance abuse alternative activities for the youth.
9. Promote cultural activities that build/support self-esteem as Alaska Natives and American Indians.
10. Promote, coordinate, and attend behavioral health activities that are prevention and intervention oriented. These activities can include the supplemental components of arts and crafts, fishing and clamming; however, the supplemental components cannot be the prevention/ intervention activity. These activities can be defined as substance abuse education groups, community educational presentations, working closely with the Outreach Coordinator/Specialist on school or preschool presentations/ lesson plans on healthy relationships and substance abuse prevention, and activities in which education is provided, etc. Both daytime and nighttime activities will be expected.
11. Work with the Ninilchik Native Connections Program Manager to bring, provide and/or coordinate youth risk behavior prevention education to the youth in the Tribal area as time and budget permits.
12. Provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid classes, the Red Cross Adult CPR, the Red Cross Child/Infant CPR Class and

the Red Cross AED Class at times when there is no medical staff (Mid-levels, Community Health Practitioner, or Community Health Aid) at the clinic. This position will maintain current Red Cross cards per guidelines for Red Cross Standard First Aid, Red Cross Adult CPR, Red Cross Child/Infant CPR, and Red Cross AED. Certification can be provided.

13. Be visible in the community and must participate in the activities that he/she coordinates.
14. Interface with other health service and health clinic staff to provide coordinated planning and services for Ninilchik Traditional Council (NTC) service area residents. Additionally, this position will serve to augment primary emergency response needs, as required by an event.
15. Report to Office of Children's Services (OCS) as required by law.
16. Data, record and reports- Per policy and procedure, the employee will maintain records of required grant program data, complete reports and submit such data and reports in a timely manner. The employee will ensure that confidential material/records/correspondence is kept secure and that individual patient/client confidentiality is maintained according with 42 CFR Part 2 and Health Insurance Portability and Accountability Act (HIPAA) requirements.
17. Submit timesheets and necessary program supply requisitions in accordance with NTC policy. Other duties as assigned by the Native Connections Program Manager, Tribal Health Director, or NTC Executive Director or his/her designee.

QUALIFICATIONS:

1. High School Graduate
2. Must pass through a criminal background check with acceptable standards of character.
3. Must have strong interpersonal skills.
4. Current knowledge of programs such as Microsoft Office Products (Word, Excel, and Publisher).
5. Experience working with youth and previous involvement with the implementation of positive support systems and programs for youth.
6. Must possess a valid Driver's License and transportation.
7. Become certified in suicide prevention, i.e. SafeTALK, Youth Mental Health First Aid (YMHF), Mental Health First Aid (MHFA), Applied Suicide Intervention Skills Training (ASIST), and Question, Persuade, and Refer (QPR).
8. Subject to drug & alcohol testing in accordance with NTC policies and procedures.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the Native Connections Program Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting