

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Project Coordinator
POSITION NUMBER: 03058
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Director
SALARY: NE 07 \$16.95/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 12, 2019
CLOSING DATE: Until Filled
Transfer Deadline: September 19, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Coordinate the Tribal Opioid Response grant activity and provides technical and administrative advice and assistance to specified SAMSHA Opioid related grants, contracts, and activities. Advocate for tribal needs related to public health issues, infrastructure, review, and programs and therefore must be well informed regarding tribal needs, infrastructure, and programs. Develop an understanding of the political environment surrounding public health and find ways to diplomatically navigate and succeed in it. Applicant must be highly motivated and creative in searching for, proposing, and obtaining grant and other types of funding to support public health activities as well as be proficient at grants and project management. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide presentations, participate in group facilitation and trainings within the community.
 - a. Share the personal effects of substance abuse and the recovery experience.
 - b. Actively participate the reinforcement of positive strengths and behaviors for those in recovery.
2. Utilizing ROSC (Recovery Orientated Systems of Care) to provide services or refer to services that assist and or enrich the recoveree and recoverees' family members.
3. Coordinate the Tribal Opioid Response grant activities such as Community Needs Assessment, Employee and Community Trainings and community event planning.
4. Provide administrative assistance and advice related to SAMSHA Opioid grants and activities.
5. Research and seek grants and other types of funding to support the Opioid outreach for the community.
6. Create client-centered recovery plans of care and assist or support in the transition plan as necessary.
 - a. Provide written evaluations in reference to the clients' accomplishments, goals and objectives.
7. Participate in continuous improvement teams for effective planning and improvement of customer service and outreach.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
4. Extended hours, irregular shifts, evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of the national Behavioral health care agenda, issues, impacts, and American Indian and Alaska Native people.
2. Knowledge of public health programs, research, infrastructure, and current issues and best practices.
3. Knowledge of the disease of substance abuse through direct working experience or course work.
4. Knowledge of motivational interviewing, engagement strategies, co-occurring disorders, and stages of change theory.
5. Knowledge of resources related to Opioid recovery within the community.
6. Knowledge of Work Processing software, Electronic Medical Records software, and Spreadsheet design software.
7. Must be proficient in MS Windows Navigation, Word, and Outlook.
8. Ability to use tact and diplomacy with all sensitive issues and special situations.
9. Ability to plan, organize and schedule priorities effectively with the ability to work with minimal supervision and maintain professional standards.
10. Ability to provide written and oral reports and evaluations concerning program activities, accomplishments, goals and objectives.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Three (3) years of experience in: Management of public health programs or projects, and Research and evaluation.
2. Peer Recovery Coach Training Certification.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's degree in Social Work, Psychology or Substance Abuse.
2. One (1) year of experience with grant writing.
3. One (1) year current work experience in Alcohol, Tobacco and other drug abuse field.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma/degree, license, or certification upon employment.**
2. **Must complete a pre-employment assessment prior to hire.**