



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Full-Time Outreach Specialist
Department: Administration
Exemption: Non-Exempt
Supervisor: Medical Program Administrator

DESCRIPTION:

This position will support the outreach of the Medical Clinic, Native Connections program (SAMHSA) and Nevada Urban Indians, Inc (NUI) whole organization. The Outreach Specialist will work directly with Nevada Urban Indians, Inc. (NUI) service areas and coordinate with the Medical Program Administrator (MPA) and Native Connections Program Director to help with outreach and increase the number of patients and program participants.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent; Easily motivated and/or knowledge in outreach and community engagement. Must have a current CPR card or be able to obtain one.

JOB DUTIES & RESPONSIBILITIES: duties and responsibilities may include, but are not limited to, the following:

- Facilitate outreach events in coordination with MPD and the Native Connections program.
- Correspond with adult clients, youth organizations, Tribes, and Tribal Organizations.
- Provide support to MPA on grant writing, procurement, and maintenance.
- Meet daily with peers and weekly with other departments.
- Maintain accurate documentation of services and outreach provided.
- Perform work and program activities according to the program's scope of work to public including Youth, Native American and Alaskan Native patients and communities.
- Coordinate with MPA and Native Connections Program Director in the planning, implementing program initiatives, and events.
- Execute outreach events intended to educate on the Clinic program and Native Connections initiatives.
- Develop flyers and other outreach materials as needed or assigned.
- Maintain outreach and program contact lists.
- Other duties as assigned.

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).