



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

POSITION TITLE: Meth and Suicide Prevention Initiative (MSPI) Assistant
STATUS: Part Time; 24-29 hours/week -non-exempt
SUPERVISOR: MSPI Coordinator/CEO
EMPLOYMENT DECREE: Employment with Nevada Urban Indians is “At-Will” and not for any specified term. Either party (employee or employer) can terminate employment at any time, for any reason, with or without any notice.

DESCRIPTION:

Job Summary: Under direct supervision of the MSPI Coordinator and/or CEO, the MSPI Assistant provides assistance to Native American and Alaskan Native youth and families, promoting cultural awareness, and assists the MSPI Coordinator and/or Nevada Urban Indians (NUI) with other assigned duties.

MINIMUM QUALIFICATIONS:

Experience & Training Guidelines: Graduation from high school. Associates or Bachelor’s Degree in Social Work, Psychology, or related subject preferred. Previous experience working with Native American communities and having knowledge of Native American activities is highly desirable. Bilingual in Spanish and Tribal membership preferred. Other preferences include prior training or knowledge in substance abuse and/or suicide prevention.

License: Must possess a valid Nevada Driver’s License, provide proof of a current good driving record, and being capable of being insured to operate a motor vehicle.

Conditions of Employment: Must submit to a pre-employment drug screen including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer is accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of the pre-employment background check which may include but is not limited to: criminal background check, drug screen, child abuse and neglect screen, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of valid driver’s license and proof of auto insurance.

Physical Demands: Work is performed in an office environment. May require sitting for prolonged periods of time. May require moderate or light lifting of objects, up to 25 pounds; Dexterity in use of hands and fingers in times of extended use of a computer keyboard. Driving a personal or NUI’s vehicle.

ESSENTIAL FUNCTIONS: Duties and responsibilities may include, but are not limited to: assist the MSPI Coordinator and/or CEO with the following:

- Intervene and advocate as a resource provider of MSPI information to urban Indian families.
- Increase and develop cultural awareness for urban Indian youth and families by planning and facilitating cultural activities such as: moccasin making, beading, dancing, singing, etc.
- Assist MSPI Coordinator in community outreach and/or presentations in MSPI subject or NUI in general.
- Assist MSPI Coordinator in monthly MSPI conference calls.

JOB DESCRIPTION: MSPI Assistant (cont.)

- Help develop and collect surveys at various events (Health fairs, Food Markets, Powwows, etc.) and assisting with sign-in sheets for NUI related events.
- Assist with the planning and implementation of outreach events for MSPI and other NUI programs.
- Assist with planning and coordinating of organizational events
- Network with tribes and community organizations to implement events.
- Help develop and implement cultural activities.
- Become certified trainer in ASIST, safeTALK, etc. and be willing to attend trainings as requested. Assist in the facilitation and presentation of safeTALK and ASIST workshops.
- Research and assist in putting together presentations for suicide, substance abuse, and other social issues fitting with the program.
- Prepare variety of reports
- Able and willing to work with Native American youth and families of all ages.
- Be reliable, trustworthy, honor confidentiality standards for patients of NUI, passionate, and team player.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: Communicate clearly and concisely-both orally and in writing, prioritize needs based on deadlines, data entry into software programs at a speed that is necessary for successful job performance, and resolve data discrepancies

Ability to: Focus; stay calm and in control in the face of resistance, indifference or hostility; maintain a high standard of professionalism; be respectful; be punctual; self-supervision; establish rapport, listen perceptively; ability to design publicity on available resources; make oral presentations, write interesting and informative articles and use effective communication skills; maintain effective, courteous and cooperative working relationships with all urban Indians, supervisor, co-workers and other individuals.

Skill in: use of computer and various software programs.

SPECIAL NOTE: NUI 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. (Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (j) of the Civil Rights Act of 1964). Preference will be given to qualified American Indian applicants who are members of federally recognized Indian tribes. To be considered for Indian preference, applicants should include a copy of their tribal ID or certificate of Indian blood with application. (Section 703(i) of Title VII of the Civil Rights Act of 1964, 48 CFR 352.270-2, and 48 CFR 352.270-3.)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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