



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

POSITION TITLE: Meth and Suicide Prevention Initiative (MSPI) Coordinator
STATUS: Full Time (40 hours per week, Non-Exempt). Health insurance benefits at no cost will be available for employee who works 30 hours+/week
LOCATION: Reno
POSTING PERIOD: Open Until Filled
HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of licensed counselor, and copy of diploma to the address, fax, or email below. **Applicants who do not fill out the application and/or missing the required documents, will not be considered.** Job application is available on our website

DESCRIPTION: Under the direct supervision of the Executive Director, this position is responsible for MSP advocacy, coordination, and organizing of all MSP related activities.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field with 2 years of experience in social work or related field. Must have proven successful record in grant writing. Previous experience working with Natives, particularly with Native youth, is highly desirable. Other preferences include prior experience and/or training in suicide, substance abuse, mental health, and/or victim service. Bilingual preferred.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, 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 driver license and proof of auto insurance

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but are not limited to the following:

- Read, understand, and write grants as well as corresponding budget.
- Meet conditions of grant and ensure work is performed within grant budget.
- Perform work and program activities according to the program's scope of work to public including Native American and Alaskan Native youth and families.
- Coordinating with other programs at NUI to perform client screenings (e.g., for alcoholism, substance abuse, depression, domestic violence /intimate partner violence, suicide risk) to determine needs and appropriateness for service.
- Develops individualized safety plan with the clients' assistance, and collaborating with the Substance Abuse Counselor, the Mental Health Counselor, Victim Service program, and other program as necessary.
- Provide daily program reports and/or meeting verbally with the Executive Director including outreach plan and result, in-house program and activities, plan for improvement, suggestion, statistic, grant reports, etc.
- Obtain necessary training and certification in SafeTalk and ASIST modalities.
- Delivers suicide information and prevention via presentations to NUI staff, schools, community events, etc.

- Facilitates referrals to other programs/agencies for appropriate client services that are not available at NUI.
- Maintains strict confidentiality and complete client records and other related documents according to established NUI protocol and legal requirements.
- Collects client statistics. Prepares and submits program reports to funding authority, in collaboration with the Program Evaluator, Substance Abuse Counselor, and other necessary programs.
- Works with the Program Evaluator, Substance Abuse Counselor, and other program as necessary on grant compliance and adherence to grant budget.
- Conduct research, assist, and write grants. Consult with the Executive Director and Program Evaluator. Provide daily report on grant writing progress and/or result to the Executive Director.
- Participates in community outreach activities (Health Fairs, Pow Wows, Farmer's Markets, etc.) to promote NUI's MSP program, provide information of services related to prevention of suicide.
- Prepares sign-in sheets, administers surveys, pre/post-tests, and/or needs assessments at community events, presentations, trainings, etc.; this ensures collection of local data.
- Documents outreach, prevention, and education data in the Resource Patient Management System (RPMS) – the electronic health records (EHR) system at NUI.
- Works with the Substance Abuse Counselor, Program Evaluator, and assigned regional Technical Assistance Provider, and other necessary individuals to ensure proper evaluation and quality control of the project.
- Networks with collaborating agencies including public entities and Tribes to improve delivery of client services.
- Coordinates with the Nevada Coalition for Suicide Prevention on the annual Suicide Walks in Reno and Carson City.
- Assists with coordination and planning community outreach events.
- Be reliable, passionate, team player, competent communicator, and maintain professionalism/code of ethics.
- Other duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Working Knowledge of: Basic interviewing practices; counseling and crisis intervention techniques; resources, services, organizations and functions of various community programs for victim of crime.

Ability to: Communicate effectively, both orally and in writing. Interact effectively with persons from varying social, economic and cultural backgrounds; establish rapport and gain trust of others; establish and maintain records in a confidential manner; document facts and prepare clear and understandable case notes. Able to submit reports on a timely manner. Use of a computer and various software programs

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, Johnson O'Malley, and Indian Health Service funded positions).

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.

Nevada Urban Indians, Inc.
6512 S. McCarran Blvd., Suite A-C, NV 89509
Fax: (775) 788-7611
Email: hfosmore@nvui.org
www.nevadaurbanindians.org