

KAWERAK POSITION DESCRIPTION

DIVISION: CHILDREN AND FAMILY SERVICES
JOB TITLE: Community Wellness Coordinator
POSITION STATUS: Regular, Full Time
EXEMPT STATUS: Non-Exempt
PAY SCALE RANGE: 10-11-12
REPORTS TO: Wellness Director - Children and Family Services

The Community Wellness Coordinator is a full time position whose main responsibilities will focus on the prevention of suicide and substance abuse and dependency. The Community Wellness Coordinator will help develop and maintain initiatives of the Kawerak Wellness program and the Coordinated Tribal Assistance Solicitation (CTAS).

BRIEF SUMMARY OF JOB RESPONSIBILITIES

1. Assist with implementation of goals and objectives of the CTAS in each community.
2. Support initiatives of the Regional Wellness Forum and Community Coalitions; ensure representation from local agencies and all sectors of the community.
3. Coordinate program planning and development.
4. Develop program reports as required by the organization and funding agency and submit to Wellness Director.
5. Assist with development of a system for data collection and analysis to be used to create an effective program and evaluate services.
6. Collect all local data, ensuring confidentiality of data/information.
7. Provide coordination and logistical support for Wellness gatherings.
8. Work with regional entities, community members, key stakeholders, youth, elders and tribal leaders to ensure outcomes of the project are met; Meet with coalition members and other community members. Attend and present at local village, city council, and school board meetings.
9. Organize local interventions; assist with implementation of prevention strategies.
10. Other duties as assigned by the Wellness Director and CFS Vice President.

QUALIFICATIONS:

1. High School Diploma or GED plus two years of responsible work experience.
2. Must possess strong written, organizational and oral communication skills.
3. Must possess basic computer knowledge and skills in Windows, Internet, Microsoft Excel and Word.
4. Must be willing and able to travel.
5. Must be willing to attend evening and weekend functions as required.
6. This position is a Covered Position subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required. ICPA requirements apply and must be complied with at all times in order to remain in the position.
7. Ability to maintain client confidentiality.
8. Must be dependable, self motivated and able to work with minimal supervision.

Native Preference per Public Law 93-638

Approved (5-1-13)