



EASTERN ALEUTIAN TRIBES
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POSITION DESCRIPTION

POSITION:	Project Coordinator/BH Clinician	LOCATION:	Adak, Akutan, Cold Bay, False Pass, King Cove, Nelson Lagoon, or Sand Point
PROGRAM:	Health Services	SALARY:	\$DOE
FLSA:	Exempt	FT/PT/INT:	Full Time
		CLOSING DATE:	Open until filled

PURPOSE OF POSITION:

Reporting to the Behavioral Health & Wellness Manager, the Project Coordinator will coordinate and/or complete most of the grant tasks and deliverables for Eastern Aleutian Tribe's 5-year grant from SAMHSA titled "Native Connections". This is a non-supervisory position. The position may be filled at either the Project Coordinator level or Behavioral Health Clinician level. Travel to sites is expected at least 25% of the time.

DUTIES AND RESPONSIBILITIES: Lead community outreach, engagement, and education activities; establish a youth advisory council and oversee efforts to solicit input from youth ages 12-24; coordinate the development of required policies, procedures and protocols; develop and implement an Action Plan for prevention and intervention strategies based on the findings in the Year 1 assessments and analyses; and work with the contractor as needed in conducting assessment, planning and evaluation activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the science, principles, techniques, and procedures for the care of patients. Knowledge of behavioral healthcare terminology, physiology and concepts of disease. Knowledge of 1974 Privacy Act is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest. Knowledge of regulations and requirements. Knowledge of Alaskan culture.

Skill to provide effective, compassionate care, assess patient situations and take effective course of action. Assess and prioritize multiple requests by patients, families, and team members. Assess and prioritize multiple tasks, projects and demands. Operate a personal computer utilizing a variety of software applications. Review clinical work of others according to professional standards and practice guidelines.

Ability to educate and coordinate with other health care professionals. Perform job with minimum supervision. Maintain quality, safety, and infection control standards. Communicate effectively orally and in writing. Solve complex problems and deal with a variety of issues.

MINIMUM QUALIFICATIONS:

Bachelors in Social Work, Counseling, Psychology or related field, Master's degree preferred. Four (4) years of behavioral health care experience preferred. Experience in Rural cross culture setting preferred. A valid driver's license with an acceptable driving record. For Behavioral Health Clinician must have all above to include Master's Degree in Social Work, Counseling or related field. Licensed in the State of Alaska as an LCSW, LMFT, LPS preferred or ability to obtain within two (2) years of hire.