

LOWER BRULE SIOUX TRIBE LOWER BRULE COUNSELING SERVICES JOB ANNOUNCEMENT

JOB TITLE: Communities That Care Assistant Facilitator (CTC)

JOB STATUS: 60 Hours/Pay Period @ \$16.83/Hr (July 2022 through May 2023)

JOB SUMMARY: The CTC Assistant Facilitator will support implementation of a proven five-phase change process for prevention of substance use in the community of Lower Brule. The Assistant will help guide community leaders in promoting healthy youth development, by improving youth outcomes and reducing problem behaviors, within the community.

Will work in conjunction with the SD CTC Coach to facilitate discussions and implement tested and effective prevention programs in Lower Brule. The Facilitator and Assistant will also work with programs in the community to amplify prevention work and implementation regarding youth development, health, and the reduction of problem behaviors. The Assistant will provide support to the CTC Facilitator and help in the CTC effort; supports community board and it's work groups to understand the CTC process and complete the CTC milestones and benchmarks.

DUTIES & RESPONSIBILITIES:

- Complete CTC virtual training/certification and technical assistance activities, as needed to support the program, and support a local prevention coalition that meets regularly.
- Assist in conducting the CTC risk and protective factor youth survey.
- Assist in scheduling and maintaining meetings agendas, minutes, and other documents.
- Assist in development of a community action plan.
- Collect and manage program data.

- Assist in recruitment of stakeholders to include all sectors of the community.
- Develop and maintain communication systems to support CTC program development.
- Maintain regular and effective communications with direct supervisor, SD STC Coach, and a designated CTC Care Coach at the University of Washington.
- Provide routine dates on CTC work plan activities and project deliverables to CTC Coaches, Dept of Health and community partners, including completion of a quarterly report.
- Facilitate coalition and community meetings.
- Perform other duties, as assigned.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities)

- Must possess a minimum of a high school diploma or GED equivalency certificate. Education or experience in prevention for Substance Abuse and/or Behavioral Health disorders preferred.
- Knowledge of basic alcohol and drug abuse prevention strategies for adolescent and/or adult populations.
- Familiar with community coalitions, and school-based systems.
- Strong knowledge of local resources and resource navigation.
- Strong communication skills; and empathy and listening skills.
- Ability to manage community campaigns and social marketing efforts.
- Basic computer and software literacy, including data management or use of the Office software: Access, Excel, Word, Publisher.
- Must be able to function on an independent basis.
- Must be able to maintain positive and cooperative working relations.
- Must possess a valid SD State Driver's License.
- Must commit to a virtual training/certification process with the Centers for Communities That Care.
- Must pass a background check, prior to employment.

TO APPLY: submit a LBST application to: Human Resources Office
 Lower Brule Sioux Tribe
 187 Oyate Circle
 Lower Brule, SD 57548

OPENING DATE: 09/12/2022

CLOSING DATE: Until filled