

LITTLE WOUND SCHOOL BOARD POSITION DESCRIPTION

Outreach Specialist (Outreach Coordinator)

PROGRAM: Oyate Teca Zannipikte (OTZ)

SUPERVISOR: OTZ Project Coordinator

DUTIES AND RESPONSIBILITIES:

1. Execute secure and effective data procedures in collaboration with the Project Director, Coordinator, LWS Administration and partners.
2. Keep cuff accounts for budget.
3. Execute requisitions, purchase orders, mileage requests, travel requests for the OTZ project employees, signature for ordering and payment for supplies, travel, mileage, contractors and consultants.
4. Maintain the OTZ project files including proposal, grant award, draw down records, reports, MOU's.
5. Assist with the maintenance and tabulation of community needs and readiness assessment, and preparation of final document.
6. Gather and organize data from all partners and sources on the Pine Ridge Reservation youth suicide, substance abuse and mental health. Enter data into SPARS data system.
7. Assist the project coordinator with preparing, submitting and keeping track of monthly reports and summarize for quarterly progress reports to the SPF Director and SAMHSA.
8. Maintain inventory of supplies.
9. Maintain electronic files of all products, training sessions, workshops, participant records.
10. Continually grow the gender identity competency and awareness.
11. Facilitate OTZ project youth groups.
12. Willingness to get certified in SafeTALK/ASSIST, Project Venture, American Indian Life Skills and QPR Trainings.
13. Partner with school staff to provide early intervention services.
14. Adhere to the LWS policies and procedures.
15. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Bachelor's degree preferred; two years of college accepted.
2. Two years of Professional level experience in at least one of the following fields: Social Services, education in Tribal college or similar institution working with Tribal students, experience working with youth at risk.
3. Strong communication, organization, and interpersonal skills.
4. Ability to maintain confidentiality and work collaboratively with staff, students, and families.
5. Must successfully pass pre-employment screening activities.