



Rocky Mountain Tribal Leaders Council

711 Central Ave., Suite 220, Billings, MT 59102 Ph: (406) 252-2550 Fax (406) 254-6355

Website: <http://www.rmtlc.org> Email: william.snell@rmtlc.org

Job Title: Tribal Opioid Response, Project Coordinator
Department: Rocky Mountain Tribal Leaders Council, Epidemiology Center
Classification: Full—time, non-exempt
Range: \$17.52 - \$21.99 DOE
Location: Billings, Montana
Opening Date: 11/19/2018
Closing Date: 12/03/2018
Starting Date: Immediately

How to apply: Applicants should send a cover letter, resumé, and completed RMTLC job application to: jobs@rmtlc.org

For application form and job description, please visit: <http://www.rmtlc.org>

Position Overview:

The Rocky Mountain Tribal Leaders Council (RMTLC) is seeking a Project Coordinator to lead the Tribal Opioid Response grant. The project aims to develop cohesive prevention, treatment, and recovery strategies and activities for Native Americans in the Billings area.

The Project Coordinator will work with community agencies, education, and media consultants to increase awareness of opioid misuse, both legal and illegal, and support cultural events. The person will also work with health and behavioral health providers to start a culturally based Medication Assisted Treatment (MAT). This project will continue to foster growth of the peer mentor recovery program currently being done by the Transitional Recovery and Culture (TRAC). This person will work closely with the Tribal Epidemiology Center and the Program Evaluator to collect and interpret data.

Position Description: The Project Coordinator must be self-motivated, meticulous, highly organized, creative, hospitable, and innovative. This person assists in developing our vision for the future of opioid programs and implement that vision through strategic collaborations, community relationships, meticulous grant management, fundraising, and leveraging resources through City of Billings and the State of Montana. The primary responsibilities of the Project Coordinator are to develop RMTLC's opioid prevention, treatment, and recovery capacity, manage the grant, collaborate with internal and external

stakeholders, strategic planning and implementation. This position requires strong leadership and communication skills; experience with behavioral health prevention or treatment; and the flexibility, motivation, and creativity to establish opioid programs. This is a full-time position and may require travel for several days at a time.

Essential Functions:

- Manage all aspects of grant requirements and adhere to funding agency guidelines and requirements, including budgets
- Build relationships with community partners, tribes, and non-traditional organizations
- Work with the City of Billings, community and Native organizations, and the State of Montana to develop and sustain opioid activities
- Receive and respond to feedback about the program and its staff
- Utilize resources provided by granting agency, such as technical experts, to strengthen and develop the program
- Investigate best practices and their potential application
- Work closely with Program Evaluator to manage and monitor GPRA data; train staff as needed
- Ensure adherence to RMTLC Core Principles in all activities, communications, collaborations and services

Additional Functions:

- Work in a cooperative and professional manner with all RMTLC / RMTEC staff.
- Other functions as assigned by Executive Director.

Required Knowledge, Skills and Abilities:

- Experience working in a prevention, public health and/or recovery environment
- Excellent communication skills, written and verbal
- Experience working in a team and resolving conflict
- Meticulous attention to detail
- Ability to speak well in front of large groups and give concise, coherent presentations to a variety of stakeholders at meetings, conferences, summits and RMTLC board meetings
- Ability to give and receive feedback and constructive criticism with grace
- Experience working in a trauma-informed setting, or demonstrable knowledge of the principles of being trauma-informed
- Ability to demonstrate authority while maintaining humility and hospitality
- Experience communicating or working with mental health and substance use disorder treatment provider
- Experience managing long-term federal grants
- Ability to set clear boundaries while maintaining a service-oriented approach
- Experience in Microsoft Office

Requirements/Qualifications:

Required:

- Bachelor's Degree required
- 2-3 years' experience in similar job role
- Experience in developing and sustaining projects
- Must be able to communicate affectively orally and in writing, and deliver clear, effective public presentations.
- Ability to conform to varied work schedule when appropriate (i.e. weekends, emergencies, etc.) and be able to meet deadlines
- Experience working in Tribal communities
- Exhibit ethical and professional behavior in all facets of this position
- Work independently, with minimal supervision, in a team-based atmosphere

Preferred:

- Experience with social marketing and media development a plus
- AI/AN Preference
- Veteran Preference

JOB CLASSIFICATION: Regular status, non-exempt, full-time position with a six-month probationary period.

Upon hiring, applicant must read, sign, and comply with the Rocky Mountain Tribal Leaders Council Policy and Procedures.

Working Environment:

Environmental Factors:

- Performs duties in a controlled, tobacco-free office environment.
- Must have valid driver's License and proof of vehicle insurance.
- Travel to Montana and Wyoming reservations and state meetings occasionally required.
- Employment period based on performance as well as duration of grants funding this position and successful application of new grants.

Statement of safe work practices:

As an employee of Rocky Mountain Tribal Leaders Council (RMTLC), you will be required to comply with all RMTLC's safety standards, policies, and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment to promote a safe working environment for all employees, contractors, and Tribes. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting you health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Promptly reporting and injuries or accidents to you supervisor;
- Properly using RMTLC's property/equipment and protecting it from damage or misuse;
- Respecting other RMTLC employees, contractors, and Tribal employees rights to a safe environment.

At-Will Employment:

All employment with Rocky Mountain Tribal Leaders Council is At-Will Employment. While we strive to provide fulltime employment to all of our employees who desire it, we make no guarantees, expressed or implied, to provide and guarantee number of hours of employment in a given week. Changing conditions in Federal and private grants make it impossible to predict the demand for our services.

Equal Opportunity Employer (EOE):

Within the scope of Indian preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin, or other non-merit factors.

Age Discrimination in Employment Act (ADEA):

RMTLC abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, RMTLC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.