

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**

**Announcement #** 2019-085      **Issue Date:** 04-19-19      **Closing Date:** 05-02-19



**Project Coordinator**  
**Tiináwit Program**  
**Department of Human Services**  
**Hourly Wage: \$18.58/Regular/Full-Time**

The Project Coordinator will be responsible for day-to-day activities of the Yakama Nation Tribal Opioid Response Grant. The Project Coordinator is responsible for assisting with establishing an organizational structure and providing leadership in all aspects of the implementation of a systems of the tribal opioid response grant including, establishing an advisory board, and maintaining inter-agency collaborations with other substance treatment and prevention agencies. This Project Coordinator should be staffed by one individual with knowledge in substance abuse treatment and related service system, management, policy analysis and strategic thinking, change oriented leadership and demonstrated ability to foster collaborative relationships.

**Knowledge, Skills and Abilities:**

- Knowledge of working with Tribal programs and non-Tribal organizations.
- Knowledge in media, public speaking, communications, social marketing and design.
- Knowledge of conducting program evaluations, measurements for research progress and outcomes.
- Knowledge of substance use treatment and prevention programs, Historical & Intergenerational Trauma, Family-Driven Care, and Trauma Informed Care approach.
- Knowledge of social and health services of the Yakama Nation and resources to youth, elders, and community members of the Yakama Nation.
- Knowledge of working with grants, objectives, and activities to maintain contractual compliance.
- Knowledge, skills and ability to complete required documentation of activities, objectives, and goals.
- Skills in communicating and acting as the liaison between the project team, subcontractor, customer and upper management.
- Skills in adaptability with administrative and facilitation skills to keep the project focused on objectives.
- Ability to identify potential problems and encourage suggestions to improve the overall performance of the project to meet grant requirements.
- Ability to demonstrate strong writing skills and if interviewed, Interviewee may be asked to write a report or document to Program Director.
- Ability to interact with schools, Tribal programs, community partners and governmental agencies on sensitive issues, suicide, bullying, etc.
- Ability to communicate effectively both orally and in writing.
- Ability to Train individuals and/or large groups of people.
- Ability to write Memorandums of Understanding and Agreements for program inter-agency collaboration.

**Minimum Requirements:**

- Associate's Degree in Chemical Dependency, Social work, Public Administration or related field.
- Two years of experience working with clients/patients in Chemical Dependency field.
- Ability to demonstrated experience and ability to successfully complete the required duties of the position.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a Valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.