



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Outreach Specialist
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite – 131 West Broadway, Anadarko
- REPORTS TO:** Native Connections - Project Director

JOB SUMMARY:

Outreach Specialist will be responsible for the completion of activities associated with Native Connections Project grant's objectives and deliverables. Works to increase awareness and understanding of suicide and substance use through advisory board development and public education. Engage the tribal community and partnering entities to develop support for the program. Develop the workforce to ensure the effective assessment and treatment of youth and young adults at-risk of suicide and substance use through appropriate training. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary.
2. Develop the workforce to ensure the effective assessment and treatment of youth at-risk of suicide and substance use through appropriate training.
3. Work with Wichita and Affiliated Tribes mental health and substance abuse program to identify possible advisory board members. Recruit advisory board members with lived suicide and substance use experience.
4. Work with advisory board to promote and disseminate prevention publications.
5. Help conduct seminars and appropriate trainings throughout the community.
6. Coordinate community events such as community walks, cultural days, and/or wellness fairs.

7. Coordinate outreach events and activities to promote suicide and substance use prevention and awareness program. Promote events in the community through flyers, newspaper, and possibly radio advertisement.
8. Promote Suicide Surveillance Response Form at Gatekeeper Trainings and throughout the community.
9. Travel frequently for meetings, trainings, appointments, referrals, and client services.
10. Responsible for the development and implementation of the Outreach Activity data tracking forms.
11. Responsible for ordering necessary supplies and equipment.
12. Make travel arrangements for staff, prepares Travel Authorizations, coordinates flight and hotel information with designated staff, and prepares Travel Expense Report.
13. Submits requests for payments and attaches all required supporting documentation. Delivers and/or mails payments to vendors.
14. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer a Bachelor's Degree in Health, Human Services, or related field from an accredited College or University. (equivalent experience).
2. Must have at least three (3) years of experience providing training and/or community outreach activities.
3. Have the ability to interpret and follow program guidelines relating to the Native Connections Project and related programs.
4. Knowledge of children's mental health and related service systems.
5. Knowledge and familiarity with suicide and substance use prevention outreach, awareness, programs, and interventions.
6. Demonstrated ability to foster collaborative relationships. Ability to establish and maintain a positive working relationship with others.
7. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
8. Be computer literate and able to operate software for letter processing and spreadsheets.
9. Must have the ability to organize and maintain clear and concise records.

10. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.