



Position Description: Indigenous Community Coordinator

Effective Date: When filled

Status: Non-Exempt- Full Time/Year-Round

Compensation: \$22/hour; Full benefits (Accrued PTO; 12 paid holidays; Health, vision, dental, life, STD and LTD insurance, all 100% company paid)

Supervisor: Director of Prevention and Education

Job Description:

Indigenous Community Coordinator is responsible for coordinating and facilitating prevention education efforts for the local Native American (NA) youth, as well as supporting NA clients. Collaborate with other NA based programs to ensure comprehensive outreach referrals, joint activities and programming. Provide advocacy support to NA clients to ensure cultural needs and healing opportunities are made available. The Indigenous Community Coordinator will abide by a strict code of conduct and maintain confidentiality at all times. The Indigenous Community Coordinator will also develop and maintain community relationships by providing service-based educational presentations to a variety of community organizations.

Expectations and Responsibilities:

Trained on the One Love Foundation prevention curriculum, the Indigenous Community Coordinator will serve as a prevention educator to NA youth in Grand and San Juan Counties, and will coordinate with pertinent community agencies (such as local school districts, existing youth programming, etc.) to ensure program success. Will work in tandem with the service delivery department to support NA clients' needs in Grand and San Juan counties. Reports to the Director of Prevention and Education, but also participates in other department meetings, as needed, to support NA client needs. The Indigenous Community Coordinator is responsible for the following functional areas and associated duties including but not limited to:

Essential Functions

- Ability to communicate effectively, provide conflict resolution, problem solve and crisis management. Excellent ability to assess and intervene with appropriate and effective intervention.
- Relate positively to persons who are diverse in age, ethnicity, socioeconomic levels, beliefs and lifestyles.
- Ability to read, interpret, and communicate on documents such as safety rules, procedure manuals, and regulations.

- Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the community.
- Effectively listen to and understand information and ideas as presented verbally; Ability to interpret a variety of instructions in various forms.

Education

- Maintain regular training for self to ensure prevention and education material provided is up to date, sound, and incorporates best practices.
- Diligently review and incorporate Justice, Equity, Diversity and Inclusion priorities into training and collaborations.
- Identify, coordinate, and/or lead training opportunities for local youth; ensure programming is dynamic, meaningful and effective.

Community Outreach

- Provide resources and education to NA community members
- Develop working relationships with other social service agencies to provide support and opportunities to NA individuals; raise awareness of violence and historical trauma in NA community; promote Seekhaven services
- Develop working relationships with NA based groups to collaborate prevention activities; empower women and girls; engage men; organize events and celebrations

Client Services/Programs

- Provide professional knowledge of evidenced based concepts, principles, procedures and practices for victims of domestic violence and sexual assault
- Provide crisis intervention services to vulnerable prevention education participants, as needed
- Refer attendees and participants to Seekhaven other services, as needed

Required Skills and Background:

- Bachelor's degree in social sciences or 2 years relevant professional and/or life experience
- Strong computer skills in Excel, Word, Internet and G-Suite
- Ability to communicate effectively, provide conflict resolution, problem solve, and manage crisis.
- Experience working with highly vulnerable populations including but not limited to those with substance abuse issues, mental health concerns, and chronic illnesses.
- Excellent ability to assess and intervene with appropriate and effective intervention
- Support group and facilitation skills preferred; ability to communicate effectively, provide conflict resolution support, problem solve, and manage crisis. Excellent ability to assess and intervene with appropriate and effective intervention.
- Demonstrated history of maintaining strong professional boundaries, and an understanding of confidentiality.
- Must pass a background investigation check (BCI).
- Must have a valid driver's license
- Must be at least 18 years of age
- Demonstrate professionalism by balancing both the quantity and quality of work.
- Consistently promote wellness and support to both clients and other staff members by

demonstrating dependability, initiative, ethical judgment and collaboration

Training

- 40-hour Core Advocacy Training within one year of employment
- 40-hour Sexual Assault Counselor Training within one year of employment
- A minimum of 16 hours of domestic violence and Sexual Violence training annually for continued education.
- Acquire and maintain CPR, First Aid Certification
- Any additional training as required by Seekhaven

Physical Demands

- Must be able to lift up to 25 pounds
- Must be able to work in a high paced environment with many constant distractions, including shared office spaces
- Must be able to move across Seekhaven's campus continuously as well as travel to off-site locations, when needed.

Emotional Demands:

- Must be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Must be able to set and maintain emotional boundaries with clients, avoiding attachments and ensuring that these relationships are professional, client-led, and consistent with agency standards.
- Must be able to practice self care and leverage supportive resources offered within the agency or elsewhere.
- Must be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to achieve Seekhaven's mission, promote a healthy work environment and support victims of abuse and violence.