



## Blackfeet Tribal Behavioral Health

#12 Starr School Road

Po Box 850

Browning, MT 59417

(406) 338-2160 \* Fax (406) 338-2006

**Title:** Communities That Care Coordinator

**Department:** Blackfeet Tribal Behavioral Health

**Job Description:** The position administers the Communities that Care program grant. Communities That Care (CTC) is an evidence-based prevention framework that utilizes 5 phases to guide communities to identify strengths and risks in local youth and implement tested and effective prevention programs and policies to promote youth wellbeing and success.

As the CTC Coordinator, you would provide support to the community board and its work groups, work with coaches, prepare workshops, and handle community board meeting preparations and follow-up. The State of Montana will provide extensive training and support in prevention and CTC so you can be successful in this position.

This position carries out standardized practices and procedures, guidelines, and methods that are available to ensure compliance with the Communities that Care Grant, Montana statutes, rules, requirements, and laws. This position must be able to learn, retain and understand Montana Laws and follow grant guidelines. Specific laws, regulations and processes are available and must be followed.

Each essential task listed below makes up a portion of the job, and all other functions are included in Other Duties as Assigned. Duties of the position are not all inclusive and subject to change.

**Duties:**

- Implement the CTC framework and meet milestones and benchmarks within the grant timeline.
- Recruit and train CTC Champions, Key Leaders, and Community Board and Coalition as set forth by the CTC program.
- Coordinate and run CTC meetings to ensure goals of the CTC plus program are being met.
- Provide technical assistance and participate with local partnerships that have the common goal around youth substance abuse prevention and skill building.
- Maintain and ensure data is collected in accordance with the CTC grant and reports are submitted as required.

- Respond to requests for information from the media or designate an appropriate spokesperson or information source.
- Write press releases or other media communications to promote and inform the public about the CTC program. Ensure any media communication has prior State approval.
- Establish or maintain cooperative relationships with representatives of the community, public, schools, and other partners.
- Confer with other CTC coordinators and the state to identify trends or key interests or concerns to help implement the CTC program.
- Maintain all program records in a professional and timely manner in accordance with programmatic and state requirements.
- Develop plans or materials to communicate activities undertaken by organizations that are beneficial to the environment, public safety, or other important social issues.
- Comply with Blackfeet Tribal Behavioral Health policies and procedures including client confidentiality, state law, and federal policies as they relate to applicable programs.
- Attend any mandatory meetings and trainings.
- This position may require working on the weekends and/or evenings.

**OTHER DUTIES AS ASSIGNED:** Performs a variety of other duties as assigned by the Director of Blackfeet Tribal Behavioral Health. This includes participating in special projects, filling in for other employees, participating in ongoing training, and a variety of other functions as needed and attending approved seminars/workshops.

**Skills and Knowledge:**

- Knowledgeable on the components of Evidence-based interventions.
- Knowledge of risk and protective theory of prevention strategies, youth development and asset building strategies, community organization, school operations, and local youth services, organizations, and coalitions.
- Awareness of environmental strategies and media literacy or related prevention strategies.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, excel, and other office procedures and terminology.
- Knowledge on maintaining and development of program budgets, reporting, and invoicing.
- Knowledge of basic computer skills and excel spreadsheets.
- Experience with developing and monitoring budgets.
- Developing coalitions and building and maintain relationships among community organizational leaders.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Familiarity with Blackfeet traditions, culture, and community.

- The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate

**Education and Experience:**

- High School Diploma or GED
- A minimum of two years of experience in working with adolescents and families or in the field of community organization, Behavioral health, or substance use prevention.
- Bachelor's degree in health science, community health, communication, public relations, human services, prevention, or a related field from an accredited college preferred.
- Ability to pass background check and driver's license check upon offer of employment.
- Montana Driver's License with good driving record.