

**Job Title:** Coalition Coordinator  
**Department:** Administration  
**Reports To:** Chief Operating Officer  
**Salary Level:** \$17.14-20.01 per hr, KGS 6  
**FLSA Status:** Non-Exempt, 40 hrs/wk  
**Approved By:**  
**Approved Date:** Feb 2020

**GOALS FOR THE POSITION:** (1) To accomplish aims of the Niwho:n Community – Warriors for Change (Community Coalition); (2) To facilitate completion of the objectives of the granting agency (California Department of Health) including community education and trainings, Medication Assisted Treatment (MAT) and harm reduction health services endorsement, Naloxone promotion, stigma reduction, increasing awareness and access to services, substance use prevention and assistance, and working with leadership on policy reform; (3) To effectively communicate (prepare written documents and reports, collect health data, make oral presentations) with the public and leadership.

**SUMMARY:** This is a grant funded position by the California Department of Health to organize and coordinate the activities of the Niwho:n Community – Warriors for Change (Formerly - Hoopa Community Coalition on Substance Abuse). The Coalition Coordinator performs clerical and administrative functions, assisting the work of the Coalition, Board, Administration, Fiscal, Behavioral Health, Medical and other tribal partners. Functions include coordination and facilitation of meetings, report writing, communications, awareness and outreach, health promotions, and team-building to accomplish aims of the coalition. Position may be trained for other duties. A background in health promotion, social work, business, communications, and/or events organization helpful.

#### **FUNCTIONS & RESPONSIBILITIES:**

1. Lead coordinator of all activities pertaining to the Coalition
2. Listen to the concerns of the Coalition and note shared goals to accomplish together
3. Communicate health information to the public (flyers, handouts, posters, PSAs, reports, presentations)
4. Responsible for all reporting requirements to granting agency
5. Promote health services, harm reduction, stigma reduction, and substance use prevention
6. Coordinate with all tribal entities to increase awareness and participation in Coalition events, activities, and goals
7. Support KMC and tribal department events that align with Coalition goals
8. Facilitate community trainings (Trauma-Informed; Suicide prevention; Naloxone)
9. Maintain and update mailing list, including email lists and text message lists to keep the community aware of upcoming events, trainings, and opportunities
10. Maintain accurate files, typing, copying, routing and recording all incoming and outgoing correspondence (interoffice, mail, faxes, emails)
11. Complete requisitions for payment
12. Operate motor vehicle to transport materials and post notices

13. Maintain coalition project supplies and inventory
14. Prepare and distribute RFPs for coalition activities
15. Maintains fiscal files and expenditure records for the project
16. Handles travel/training forms and itineraries
17. Completes monthly mileage/logs/forms for department
18. Must keep and prepare minutes for project meetings
19. Greets clients/public in a friendly and professional manner
20. Maintain updated resource information for clients
21. Perform other duties as assigned

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

**BASIC REQUIRED ABILITY:**

**PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

**QUALITY IMPROVEMENT RESPONSIBILITIES:** Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

**COOPERATION:** Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

**PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

**INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

**OTHER SKILLS AND ABILITIES:**

- Skill in operation of computer, calculator, and other office equipment.
- Knowledge of filing regulations, guidelines and office procedures.
- Ability to work independently under established priorities and deadlines.

- Knowledge of maintaining and managing files and records.
- Knowledge of grammar, spelling, punctuation, and common technology.
- Knowledge of Microsoft Excel, PowerPoint, and Word.
- Sound judgment, tact, and confidentiality for all related work required.
- Must have excellent communication skills with the ability to talk to people in crisis situations.
- Must be able to identify and maintain confidential information.
- Must sign a confidentiality statement.
- Must be able to type at least 45 words per minute
- Must be punctual and willing to work additional hours if necessary
- Must be able to perform all job duties in stressful situations
- Must be flexible with work hours (night and weekend events)

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent; preference to applicants with background in health promotion, social work, business, communications, and/or events organization; previous employment in a confidential setting; CA driver license; at least three years of related experience; and, submission of three letters of recommendation

Must have previous documented employment experience in a confidential setting

May be tested on proficiency with computer programs

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current CPR certificate or have the ability to obtain one within 60 days of hire

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Demonstrated knowledge of grammar, spelling, punctuation, and common technology.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**CONFIDENTIALITY:** Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deals appropriately with patient confidentiality at all times.

**CONDITIONS OF EMPLOYMENT:** Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and annual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities. The noise level in the work environment is usually quiet.

**ANNUAL TRAINING REQUIREMENTS:** At a minimum Employee is required to be certified for the following training 1) Health Stream courses and 2) CPR.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resource Signature

---

Date