



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together to Preserve, Promote and Protect our Sche Lang en.'

JOB ANNOUNCEMENT

JOB TITLE: Drug Task Force Coordinator

OPEN: September 27, 2024

EXEMPT: No

SALARY: (10/11) \$30.42-\$39.35/hr. DOE

SHIFT: Day

LOCATION: LIBC and Remote

DURATION: Regular Full Time

CLOSES: October 11, 2024

JOB CODE:

DIVISION: Policy

DEPARTMENT: LIBC

SUPERVISOR: Policy

VACANCIES: 1

JOB SUMMARY: This position is a high-level coordination and facilitation role developed in alignment with the LIBC declaration of an Opioid Emergency. The LIBC requires a coordinated approach to tackling community drug problems and creating a long-term drug prevention strategy. The goal is to promote the community's health and wellness and mitigate drug harm. The Drug Task Force Coordinator (DTFC) plays an integral role in this aim by coordinating meetings between policy and administration representatives and community members to strengthen preventive responses to mitigate drug harm in the community. The incumbent will assist policy in designing and implementing activities that foster a safer community for all, ultimately leading to improved quality of life, health, equity, and safety. The position requires working with a cross-representation of various service departments, including policy and administration, to support the overall coordinated efforts for organizational and community updates on drug mitigation strategies. Candidates should be comfortable interacting regularly with sensitive information and systems and with individuals who may have strong opinions about drugs and drug problems.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following and other related duties as assigned.

1. Set up, Chair, and facilitate regular drug and substance use mitigation engagement meetings with LIBC policy and administrative organizational representatives and community members, ensuring agenda creation and preparation of materials for attendees as necessary.
2. The DTFC will work as part of a team under the supervision of the Tribal Prevention Model Implementation Strategist (TPMIS). The position holder will be required to participate in any relevant Lummi Nation, Tribal, State, or Federal partner meetings and provide updates to LIBC on duties when requested.
3. Establish and maintain a record management system to track meeting notes and reports.
4. Transcribes meeting notes and statements into recordable mediums, including written summaries for distribution to a broad audience.
5. Conduct community surveys to elicit feedback to aid in developing strategies to reduce and eliminate substance use harms.
6. Develop charts, graphs, and PowerPoint presentations for meetings, community gatherings, and presentations in non-complex formats. Prepare high-quality intermittent reports on drug harm mitigation and prevention activities for a wide range of readers and ensure distribution.
7. Work with department representatives to support the provision and sharing of informational bulletins to promote community safety against harmful substances and illicit drugs.

8. Establish procedural guidelines and develop opportunities to facilitate meetings with families impacted by drug harm to share their stories and experiences in a safe and confidential space and gather their suggestions on ways to help promote community well-being.
9. Monitor deliverables assigned by the LIBC and ensure requests for updates are provided in a timely manner.
10. Takes a lead role in preparing and developing an annual report of all drug mitigation activities to the LIBC, GC, and other audiences as required.
11. Establish and maintain a DTFC activities website, coordinate with Lummi Communications, and assist in posting press releases, pictures, videos, and other LIBC-approved information on drug-related prevention, mitigation activities, and social media responses.
12. Attends all LIBC meetings when requested to assist in presenting reports and data and provide information on updates and progress.
13. Support Lummi Nation activities related to the Washington State Tribal Prevention System (WSTPS), including but not limited to assisting the wider team with conducting community assessments, resource inventories, meeting coordination, presentations, and any other activities as assigned to promote the planning and implementation of the WSTPS pilot for the Lummi Nation.
14. Must be able to function effectively under the pressure of time or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines and ensure accuracy in completing work.
15. Oversees the LIBC Foundational Public Health Services (prevention) Grant, ensuring monitoring and compliance with identified deliverables. Prepares grant applications and ensures submission of reports for 'pay for reporting' purposes. Ensures work orders for approved activities are processed promptly.
16. Always maintain confidentiality when handling sensitive and vital information.
17. Assist Tribal Prevention Model Implementation Strategist with other tasks and activities as needed.

KNOWLEDGE, ABILITIES AND SKILLS:

- Able to work remotely in various locations, including LIBC worksites.
- Strong familiarity with the Lummi community.
- Knowledge of substance use risks, harms, and impacts.
- Knowledge and understanding of theories, concepts, and approaches relevant to drug policies, especially those related to prevention, control, and emerging trends.
- Working knowledge of public health principles and practices of community organizations to enhance awareness and responsiveness to substance abuse prevention.
- Must have strong analytical skills with the ability to identify appropriate responses to complex issues around drug harm, which foster wellness and safety in the Lummi community.
- Knowledge of meeting protocols, including high-level skills with organizing, agenda preparation, chairing, minute and note taking, and logistics.
- Excellent organizational and communication skills with a proven ability to effectively communicate verbally and in writing and establish effective working relationships with all associates, departments, agency representatives, elected officials, and the public.
- Ability to compile and produce high-quality reports.
- Skills with grant management, including grant development work, reporting, and budgets.
- Excellent problem-solving skills, critical thinking, and sound judgment.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Ability to exhibit a professional, positive attitude and work ethic.
- Ability to operate general office and computer equipment and standard office software, including Excel, Word, PowerPoint, SharePoint, Outlook, TEAMS, Zoom, printers, and scanners.

- Ability to work with discretion, independently, and with minimal direction and to work well in a team environment.
- Travel may be required with this position.

MINIMUM QUALIFICATIONS:

- Grade 10 (\$30.42 - \$34.26)
 - Associate degree in social science, Sociology, Psychology, Public Health, or equivalent as a Substance Use Disorder Professional or closely related field; and
 - Two (2) years of experience in a high-level administrative position (i.e., healthcare setting or social services); **OR**
 - Bachelor’s degree in human services, Health Care Administration, or related field; **OR**
- Grade 11 (\$34.94 - \$39.35)
 - Associate of Arts or Science Degree in Healthcare Management, Public and Tribal Administration, or related field; and
 - Three (3) years of experience in a high-level administrative position (i.e., healthcare, social services); **OR**
 - Bachelor’s degree in human services, Health Care Administration, Nursing, or related field; and
 - One (1) year of experience in a high-level administrative position (i.e., healthcare setting, social services).
- Must possess a valid Washington State Driver’s License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Familiarity with Microsoft Excel – advanced level preferred
- Proficiency with MS Word, PowerPoint, and data entry

REQUIREMENTS:

- Must meet the minimum standards of the position to include educational attainment above,
- Must pass a criminal history check, including fingerprinting, as mandated by the Lummi Nation, state, and federal statutes.
- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as the LIBC Drug & Alcohol-Free Workplace Policy requires.
- The position requires an extensive Criminal Background Check.
- Must agree to abide by LIBC COVID vaccination mandate and COVID prevention policies.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widget/JobNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.