

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: PDO Grant Coordinator
Department: Planning
Program: Harm Reduction
Hourly Rate: DOQ
Full Time: 40 Hrs/week (*grant-funded*)
Exempt: No
Supervisor: Economic Development Coordinator
Posting Date: Public
Opens: July 24, 2024
Closes: August 7, 2024, at 4:30 pm



Summary: This position will be focused on coordinating activities funded through the Prescription Drug Overdose Prevention TWI grant and other funding, which includes conducting community trainings on advanced overdose reversal, providing information to the public and healthcare workers on best practices for preventing prescription drug abuse and coordinating out-of-town travel and training opportunities for staff and tribal leadership.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Managing the PDO grant budget and using Microix for grant-related procurement;
- Coordinating all aspects of overdose prevention and CPR trainings, held in the community for community members, tribal staff and volunteers;
- Timely completion and submission of data collection forms and other reports required by the funder;
- Coordinating with tribal programs and departments to select and/or develop and deploy education for the public and healthcare providers on prescription drug abuse prevention;
- Coordinating travel arrangements for out-of-town trainings on advanced overdose reversal;
- Grants management: preparing budgets for proposals, entering budgets and grants close-out;
- Other duties as assigned.

Maintain strict confidentiality of all sensitive and personal data.

Maintain a regular schedule of availability and engage in regular communication with program staff and contractors.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required: A key requirement to this position is personal and/or close family experience with discrimination due to being identified as a "drug user" from institutions of power and control (e.g., healthcare, police, courts, employers, etc.) and/or familiarity with the principles of harm reduction and experience using them in your interactions with others.

Other Skills and Abilities:

Basic computer skills: email, word processing and electronic calendar applications. The ability to organize and prioritize multiple tasks. Good interpersonal communication skills. Familiarity with Microix and tribal procurement procedures is a plus.

Background Check:

This position is contingent on the required ability to pass a Bad River general background check.

This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language and Computing Skills:

Able to communicate with people effectively and in a way that isn't judgmental, harsh or intimidating. Humor is an asset in this position. Good reading and writing skills, including familiarity with interpreting and implementing policy. Knowledge and familiarity with Microsoft Office tools, including Xcel, Word, Forms, etc.

Reasoning Ability:

Good analytic and problem-solving skills; ability to perform math skills needed to effectively report on finances, collaborate with the Accounting Department on grant spending and complete requisitions.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov