



Urban Indian Center of Salt Lake
POSITION DESCRIPTION

JOB TITLE: SAMHSA NC ASSISTANT & EDUCATOR/CULTURE MENTOR
SALARY GRADE: \$17.00-\$20.00/HR (depending upon credentials & experience)
APPOINTMENT: FULL-TIME (NON-EXEMPT)
SCHEDULE: M-F 8:00 AM-5:00 PM (occasional weekend and evening)
SUPERVISORY ROLE: NO

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

This position works with both the Red Mesa Behavioral Health (RMBH) and Sacred Paths Family Program (SPFP), under the direct supervision of the Urban Indian Center of Salt Lake (UICSL) RMBH Program Director. Tasks will be performed in both departments in close collaboration with the SAMHSA NC Project Coordinator, SPFP Manager and SPFP Coordinator. The SAMHSA NC Assistant & Educator/Culture Mentor functions as a support person in the coordination and organization of administrative processes for RMBH and SPFP and will assist SAMHSA NC Coordinator, SP Coordinator and other department staff in creating and teaching culture-based, age-appropriate, substance use and suicide prevention learning activities and lessons for American Indian/Alaska Native (AI/AN) children and youth. All duties will be done in accordance with federal and state regulations that may apply.

DUTIES & RESPONSIBILITIES:

- Prepares a wide variety of clerical and administrative duties as required for daily operation of the SAMHSA Native Connections Project, SPFP, or UICSL facility.
- Facilitates communications between the Native Connections grant coordinator and Sacred Paths Program Coordinator as well as other key administrators of the agency.
- Researches and analyzes routine administrative projects for the Native Connections Project Coordinator and BH Program Director.
- Provides follow-up and communication for assignments given by Native Connections and Sacred Paths.
- Performs specialized and complex office administrative work requiring the use of independent judgment.
- Completes assignments accurately, in a timely manner.
- Organizes own work—coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum of direction.
- Ensures the safety of youth and children of the program while on site or participating in designated activities.
- Assists the SPFP Lead Educator/Culture Mentor in teaching Cultural & Learning Enrichment lessons and activities for the program’s youth and children during the school year and during two, three-week, summer programs.
- Assists in supervising and maintaining order of child participants.
- May provide basic health education, including health promotion and disease prevention (HP/DP) education.
- Transports children / youth in UICSL vehicles.
- Performs other activities as designated by or deemed necessary for programmatic functionality and success recommended by SPFP Manager or Coordinator and SAMHSA NC Grant Coordinator.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and experience with working with AI/AN children and youth.
- Ability to instruct children/youth and families in cultural activities including games, crafts, storytelling, traditional songs and dances and integrate culture into mainstream lesson plans or activities.

- Knowledge of and a demonstrated respect for American Indian/Alaska Native history, values, customs, and practices. Knowledge of varied AI/AN cultural values, traditions and practices.
- Knowledge of or ability to follow confidentiality requirements related to agency, youth and behavioral health program.
- Ability to work independently and on multiple deadlines.
- Ability to pass state background check for agency licensing.
- General office and clerical organizational skills.
- Ability to handle the occasional stressful and problematic situation.
- Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
- Proficiency with Microsoft Office software and knowledge of database software (RPMS and EHR).

REQUIRED QUALIFICATIONS:

- High school diploma or GED required.
- Must have experience teaching or facilitating group sessions.
- Knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must have valid Utah driver’s license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.
- Must have a current immunization record.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, “Indian” shall mean “any member or descendant of a member of a federally-recognized tribe.” Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*

Board Signature

Date Approved