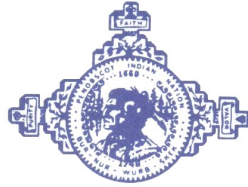


PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: March 16, 2020

CLOSING DATE: April 6, 2020

MAKWI Project Coordinator

JOB STATUS:

MAKWI Project Coordinator

Career Field: Medical

Pay Range: \$15.13 - \$20.50 per hr.

Category: E

Status/Term: Non-Exempt, Part-time (24 hrs/week)

LOCATION:

Penobscot Nation

Health Department

Classification: Part-time

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Bachelor's Degree or greater in Social Science, Public health, Nursing or other related field required. Consider 3rd/4th year in this pursuit. Travel for program activities will be necessary. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: MAKWI Project Coordinator

Department: Health Department

Reports To: Medical Director

Rate of Pay/Category: \$15.13 - \$20.50 / E

Status/Term: Part-Time (24H/Week), Non-Exempt, Grant-Funded through 2021 subject to funding continuation

JOB SUMMARY:

Further the goals of the “MAKWI: Wabanaki Intertribal Initiative to Recovery” project, funded by the Office of Minority Health. Project Coordinator will work under direct supervision of the Program Director and will work closely with the Project Manager at EMMC’s Clinical Research Center.

The purpose of the MAKWI: Wabanaki Intertribal Initiative to Recovery project is to reduce the burden of the opioid epidemic in rural and tribal communities by incorporating a collaborative approach for screening, treatment and overdose reversal for substance abuse, including SBIRT, MAT and Naloxone intervention. It will be implemented at the Wabanaki communities located in the State of Maine, through a partnership between Tribal health, state and federal agencies, and a statewide healthcare system, using a hub-and-spoke model designed to connect existing expertise and experience in SBIRT and MAT with remote Tribal health centers where the need for these services is great. In this model, experienced substance abuse providers will guide and support the implementation of SBIRT and MAT delivery while training and supporting new MAT providers within each of five Tribal health practices, as well as working with Tribal leadership to conduct outreach to area pharmacies related to naloxone administration and access.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Responsible for providing general support for the Program Director. Duties will include:

- Scheduling and attending MAKWI meetings, taking and distributing minutes
- Chart review
- Data collection
- Coordinating data transfer from all sites, and with EMMC’s Clinical Research Center
- Assist with policy building, registry building, and tracking
- Function as a point of contact for the project
- Coordinate outreach with tribal partners and community stakeholders

- Other MAKWI-related duties, as assigned

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelors Degree or greater in Social Science, Public health, Nursing or other related field required. Consider 3rd/4th year in this pursuit. Travel for program activities will be necessary.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Valid Driver's License and access to reliable transportation required

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request