



## ***Uniting Three Fires Against Violence***

### POSITION DESCRIPTION

OFFICIAL POSITION TITLE:	Training Coordinator
CLASSIFICATIONS:	Non-Exempt
REPORTS TO:	Executive Director
SUPERVISES:	none
Date of Closing	Until Filled
APPROVED BY:	Executive Director

#### **POSITION SUMMARY:**

Determines, develops, coordinates, and administers culturally sensitive anti-violence education services for Native American individuals and groups within the State of Michigan. Responsible for implementing specific Uniting Three Fires Against Violence (UTFAV) funded grant activities and projects, as defined by the specific goals and objectives.

#### **JOB COMPLEXITY:**

Recognizes and is sensitive to the cultural dimension inherent in the provision of education services in Native American communities.

Conducts needs assessment and assessment of resources, and utilizes an interdisciplinary team approach to determine the appropriate focus for education services.

Plans, implements, and evaluates education/ promotion services as defined in the Strategic plan and funded grant programs.

Provides education /consultant services to all members of UTFAV, including Tribes, organizations and individuals. Maintains basic reference library, educational materials, and audio-visual aids as resources allow.

Develops and/or identifies, assists in purchasing and distributing education materials to the coalition member programs, Tribes and individuals.

Provides educational in-service training for staff, as needed.

Responsible for implementing anti-violence or other specific consultations, classes and/or programs, for youth and adult populations.

Collaborates with the Executive Director to secure funding by assisting in the writing, preparing, and managing of grants for program support, enhancement, or expansion. Is responsible for implementing the training and education components of grants, as secured.

Submits, on timely basis, all reports and written monthly program activity reports to the Executive Director.

**ACCOUNTABILITY:**

Utilizes and incorporates professional standards and guidelines into program development, implementation, and evaluation. Prepares and submits monthly reports in a timely manner. Must be able to function with minimal supervision. Must maintain strict client confidentiality protocol as defined by program policy. Responsible for advanced knowledge of domestic and sexual violence, its impact and appropriate community responses.

**CONTACTS:**

Has contact with Tribal members and their families, Health Program staff, Program Directors, Division Directors, Board of Directors, a variety of community agencies, and the community at large, either in person or by telephone.

**WORKING CONDITION/SAFETY HAZARDS:**

Usually in office environment, but provides promotion / prevention services within Tribal buildings and community sites across the State of Michigan. Considerable travel to other Tribal locations in sometimes unpredictable weather conditions. Travel outside of State of Michigan may be required as well. Some evening and weekend work may be required with job responsibilities and travel. Moderate walking, bending, lifting, and reaching duties.

**JOB SPECIFICATIONS:**

Bachelor of Science degree in Human Services, Education, Training and Development, Native American Studies, Psychology or Criminal Justice preferred. Must be proficient in Microsoft Office computer programs. Must have excellent program management, interpersonal, communication, and public speaking skills. Must be able to work without direct supervision. Must have reliable transportation. Must maintain a good moral character standing. Must have valid drivers license. Must submit to and pass Criminal History Check, Drivers License Check. Native American preferred.

Deadline:

TO APPLY: Send Cover Letter, Resume, and Unofficial Transcripts with the Social Security number blacked out, and three professional letters of references to:

Uniting Three Fires Against Violence  
519 Court Street, Suite A  
P.O. Box 1836  
Sault Ste. Marie, Mi.49783