

# STONE CHILD COLLEGE

## Job Description

Job Title:	<i>Tribal Apprentice Project Coordinator – 1 year grant – 10/1/2017 to 9/29/2018</i>	
Reports To:	<i>SCC President</i>	<i>Opens: November 3, 2017 – Closes: Monday, November 13, 2017 at 3:00 P.M.</i>
Salary:	<i>According to SCC Salary Scale – Education and Experience</i>	

### Job Summary

Assist students' with certificates as Case Managers, Behavioral Health Peer Support Specialists, or Wellness Coaches.

### Duties and Responsibilities

- Convening, engaging, and collaborating with Chippewa Cree Tribal Departments including Tribal health Center, Box Elder School and Rocky Boy School to strategically plan project implementation which will include curriculum, training and support initiatives.
- Meet regularly with and reporting to SCC President and Wellness Coalition.
- Work strategically with other Chippewa Cree Tribal Departments to strategize implementation.
- Provide local leadership in the implementation of the project.
- Develop connections among the college and employer stakeholders to assist implementation of project objectives and strategies.
- Report and track invoices and expenses to appropriate budget line item.
- Facilitate communication between internal and external stakeholders to ensure that the work plan is followed.
- Clarify the change process steps for all partners.
- Identify and eliminate roadblocks directly tied to communication breakdowns at any level.
- Prepare reporting requirements to administration and funding agency.
- Perform other tasks and responsibilities that may be assigned.

### Knowledge – Skills – Abilities (qualifications)

- **Bachelor's Degree in a related field such as healthcare, education, educational administration, three years professional experience in a post-secondary setting. Master degree in related field such as healthcare, education, educational administration preferred.**
- **Knowledge of:** training in shared leadership, change process, and process improvement, knowledge of strategic planning, training in curriculum development and design processes.
- **Skills:** advanced level of using computers for on-line reporting, email, data analysis using excel.
- **Ability to:** interact professionally with all levels of personnel and community members, communicate effectively in both oral and written form.

### Applicants must submit the listed items for a complete application:

- Letter of interest
  - Official Transcripts (Showing Degree)
  - Current Resume and SCC Application
  - Three (3) Reference Letters with contact information
- Applicant will be subject to drug testing & background check