



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1
Morton, MN 56270

Cansayapi Otunwe

10-30-2018

LOWER SIOUX INDIAN COMMUNITY

SPY COORDINATOR, SAVING & PROTECTING OUR YOUTH DFC COALITION (SPY) - JOB DESCRIPTION

JOB TITLE: SPY Coordinator, Saving & Protecting our Youth DFC Coalition (SPY)
DEPARTMENT: Human Services
REPORTS TO: Human Services Director
FLSA STATUS: Non-Exempt
SALARY GRADE: 17.3N

SUMMARY:

Coordinates the Saving & Protecting our Youth (SPY) Coalition, which is dedicated to preventing and reducing underage Alcohol, Tobacco, and Other Drug (ATOD) use within the Lower Sioux Indian Community in the State of Minnesota, and reaching families living on the reservation and within the surrounding 10-mile service area. Works with collaborative partners to expand membership, increase substance use and abuse prevention efforts, and assist with implementation of appropriate evidence-based models. Works closely with Lower Sioux Tribe as fiscal host of the Coalition.

FUNDING: This is a one-year grant-funded position, with potential for annual renewal for a total five years if performance goals are met.

QUALIFICATIONS AND PRIOR EXPERIENCE REQUIRED:

- Experience in working with Dakota and/or other American Indian communities
- Minimum of 5 years' experience in the field of education, social services, and/or public safety.
- Significant experience working in partnership with other agencies.
- Extensive knowledge of education and other human services delivery systems.
- Strong intergenerational communication, organizational and leadership skills.
- Experience providing service coordination and development of projects.
- Demonstrated ability to work as an effective member and/or team leader.
- Experience providing service coordination and development.
- Bachelors' degree in CD, education, social work or related field or equivalent experience, preferred but not required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Demonstrated knowledge of the human services delivery system, educational systems, mental health services and collaborative service delivery.
- Excellent oral and written communications skills.
- Demonstrated ability to work as an effective team member and team leader.
- Organizational skills and leadership ability.
- Ability to research, prepare and present complex reports.
- Ability to facilitate diverse groups and build consensus in collaborative settings.

PERSONAL QUALITIES:

- Sober and gang-free lifestyle.
- Ability to motivate and energize others.
- Sensitivity and interest in working with diverse populations.
- Energy, assertiveness, initiative, creativity and willingness to try new approaches and techniques.

TRAVEL:

There is some travel within the county, within the State, and occasional travel nationwide. Valid driver's license, car insurance and vehicle required. Work hours may require late afternoon and evening meeting times and appointments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the coordination and development of the SPY Coalition.
- Assist partners with the oversight of the grant goals, objectives and major activities. (**See workplan for Year 1 below.**)
- Facilitate data collection and dissemination of results.
- Primary contact to the SAMHSA for DFC requirements and communication.
- Responsible to coordinate related consultant visits, activities and meeting agendas.
- Works in cooperation with other collaborative programming.
- Attends, organizes and/or facilitates community meetings related to the Project
- Responsible for the preparation of required narrative reports and other reporting requirements.
- Works with related committees established in support of the project's goals and objectives.
- Assists with grant development and re-application for funding for SPY.
- Provides local, state and national training and presentations as appropriate to role in project.
- Serves on local committees as delegated.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SPY YEAR 1 WORKPLAN:

GOAL ONE: INCREASE COMMUNITY COLLABORATION

Objective 1: Increase leadership roles of the intergenerational SPY membership and coalition by expanding board officers from 0.0 to 4.0, by expanding subcommittees from 0.0 to 4.0, and by formalizing the coalition by increasing from 0.0 to 1.0 By-Laws, by 4/30/18, as measured by SPY Board Officer List, SPY Subcommittee Lists, SPY By-Laws, and tribal newsletter announcements.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Elect SPY Board Officers.</i>		
Elect SPY Chair, Vice-Chair, Secretary, and Treasurer at October 2018 SPY Quarterly Meeting	+ Lori Nelson, SPY Leader + SPY Coalition Members	11/30/18
Develop SPY Board & Coalition List	+ Newly Elected SPY Secretary	11/30/18
Distribute SPY Board & Coalition List to all community members via print (tribal monthly newsletter) and tribal website site	+ Newly Elected SPY Secretary + Miranda Sam, SPY Media Sector Member	1/30/19
Continue to meet quarterly throughout the year.	+ SPY Coalition Members	1/30/19,4/30/19, 7/30/19
Host closing celebration meeting for Year 1	+ SPY Coalition Members	9/29/19
<i>Strategy 2: Form SPY Subcommittees.</i>		
Review 4 focus areas for SPY in Yr. 1: historic trauma; family, education, and access.	+ SPY Coalition Members	1/30/18
Form Historic Trauma Subcommittee	+ 4-8 SPY Sector Coalition Members	1/30/19
Form Family Subcommittee	+ 4-8 SPY Coalition Members	1/30/19
Form Youth Subcommittee	+ 4-8 SPY Coalition Members	1/30/19
Form Health Subcommittee	+ 4-8 SPY Coalition Members	1/30/19
Announce SPY Subcommittees via print (tribal monthly newsletter) and invite other community members to join by providing contact information for each committee.	+ SPY Secretary + Miranda Sam, SPY Media Sector	2/28/19

<i>Strategy 3: Adopt SPY Coalition By-Laws</i>		
Distribute draft By-Laws, originally presented in January 2017, at January 2019 SPY Quarterly Meeting.	+ SPY Secretary + SPY Coord.	1/30/19
Review and adopt By-Laws at April 2019 SPY Quarterly Meeting	+ SPY Officers + SPY Coalition Members	4/30/18
Communicate the adoption of SPY By-Laws to Lower Sioux Tribal Council, Legal Counsel, and community partners.	+ SPY Secretary + SPY Coord	5/31/19

Objective 2: Increase administrative capacity of the SPY coalition by growing from 0.0 FTE to 1.0 FTE adult staff, by 12/31/17, as measured by employment records.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Hire a 1.0 FTE SPY Coordinator</i>		
Recruit for 1.0 FTE adult SPY Coordinator through: LSIC website, community newsletter, coalition members, and networks.	+ SPY Coalition Members + Lower Sioux Human Resources	10/30/18
Interview SPY Coordinator candidates.	+ SPY Board Officers	11/30/18
Hire SPY Coordinator	+ SPY Board Officers + Lower Sioux Human Resources	12/31/18
SPY Coordinator begins work, supervised by Social Services Director and housed at Woniya Kini/CD/Mental Health at Lower Sioux.	+ SPY Coord. + SPY Board Chair + LSIC Social Services Dir.	1/1/19

Objective 3: Expand SPY Coalition network by growing from 20.0 Coalition members to 25.0 Coalition members, including 3 additional youth members, by 7/30/19, as measured by SPY Quarterly Meeting Attendance & Minutes.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Recruit and add new SPY members</i>		
Recruit & invite up to 5 potential youth SPY coalition members.	+ SPY Youth Coalition Members	1/30/19
Vote & add on at least 3 new youth SPY coalition members.	+ SPY Board Officers + SPY Coalition Members	7/30/19

Recruit additional SPY members from additional Lower Sioux departments and regional organizations, such as: + Healthy Foods/Health Initiative + Indian Child Welfare Program + Text 4 Life Suicide Prevention + Dakota Wicohan	+ SPY Coalition Members	1/30/19
Vote & add on at least 5 new SPY community representatives to the coalition.	+ SPY Board Officers + SPY Coalition Members	7/30/19

Objective 4: Increase SPY Coalition knowledge on Historic Trauma, growing from attending 1.0 trainings to 2.0 trainings, by 9/29/18, as measured by SPY Coordinator Activity Reports and Year 2 Action Plan.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Attend Trainings for Increased Knowledge of Historic Trauma and Recovery Tools (Community Level Change Strategy #1)</i>		
Attend CADCA trainings (National Coalition Academy and Leadership Forum and the Mid-Year Training).	+ SPY Officers + SPY Coordinator	9/29/19
Participate in training on historic trauma and community/environmental healing strategies	+ Historic Trauma Subcommittee	9/29/19
Share knowledge gained with the full SPY Coalition.	+ SPY Officers + Historic Trauma Subcommittee	9/29/19
Incorporate increased knowledge into Year 2 Action Plan for SPY.	+ SPY Coordinator + SPY Coalition	9/29/18

GOAL TWO: REDUCE YOUTH SUBSTANCE ABUSE

Objective 1: By September 20, 2018, reduce Lower Sioux youth in grades 6-12 drinking alcohol by 0.5%, from a baseline of 5.19% to 4.69%, using past 30 days' use rates, as measured by the annual Lower Sioux Youth Survey, conducted in partnership with Lower Sioux Youth, Lower Sioux Planning, and Indian Education at Redwood and Cedar Mountain Schools.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Enhance family understanding of the consequences of underage alcohol use. (Community Level Change Strategy #2)</i>		
Research and report on Lower Sioux underage drinking laws, including penalties for giving alcohol to minors.	+ SPY Coordinator	9/28/18 – 11/1/18
Develop brochure to share laws and penalties with families.	+ Family Subcommittee + SPY Coordinator	11/1/18 – 12/31/18
Disseminate through Strat. 2 & 3	+ Family Subcommittee	1/1/19 – ongoing
<i>Strategy 2: Expand support for parents to establish a culture of sobriety among extended families. (Community Level Change Strategy #3)</i>		
Host monthly Wellbriety potluck suppers for extended families to gather and create a sober culture.	+ Family Subcommittee	9/29/18 – 6/30/19
Share information on consequences of underage drinking and laws.	+ Family Subcommittee + SPY Coalition	1/19 – 6/30/19
<i>Strategy 3: Provide incentives for extended families to strengthen culture of sobriety (Community Level Change Strategy #5)</i>		
Host quarterly celebration gatherings for families with incentives, such as raffle prizes.	+ Family Subcommittee + SPY Coordinator	12/18, 2/19, 4/18, 7/18

Objective 2: By September 20, 2018, reduce Lower Sioux youth in grades 6-12 marijuana use by 1%, from a baseline of 7.79% to 6.69%, using past 30 days' use rates, as measured by the annual Lower Sioux Youth Survey conducted in partnership with Lower Sioux Youth, Lower Sioux Planning, and Indian Education at Redwood and Cedar Mountain Schools.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Enhance understanding of the dangers of marijuana. (Community Level Change Strategy #1)</i>		
Research information on dangers of marijuana for youth.	+ Youth Subcommittee	3/30/19

Develop a youth-friendly format to share this information.	+ Youth Subcommittee + SPY Coordinator	4/31/19
Begin disseminating information to youth at Lower Sioux and across SPY network.	+ Youth Subcommittee + SPY Coalition	5/1/19 – ongoing
<i>Strategy 2: Expand network for youth to commit to marijuana-free socialization. (Community Level Change Strategy #3)</i>		
Host quarterly cultural gatherings to promote drug-free socialization opportunities for youth.	+ Youth Subcommittee + SPY Coordinator	1/19, 3/19, 5/19, 8/19
Disseminate educational information on drugs/alcohol.	+ Youth Sub	

Objective 3: By September 20, 2018, reduce Lower Sioux youth in grades 6-12 prescription drug use by 1%, from a baseline of 10.39% to 9.39%, using past 30 days’ use rates, as measured by the annual Lower Sioux Youth Survey conducted in partnership with Lower Sioux Youth, Lower Sioux Planning, and Indian Education at Redwood and Cedar Mountain Schools.

Activity	Who is Responsible?	By When?
<i>Strategy 1: Develop educational plan for families to dispose of old prescription drugs. (Community Level Change Strategy #4)</i>		
Research successful models for ‘clearing out the medicine cabinet’	+ Health Subcommittee + SPY Coordinator	2/28/19
Identify/customize model for Lower Sioux	+ Health Subcommittee	4/30/19
Write and adopt disposal plan for implementation in Year 2	+ Health Subcommittee + SPY Coalition	7/31/19
<i>Strategy 2: Develop design for physical drop-off points in the community for old prescription drugs. (Community Level Change Strategy #6)</i>		
Research successful models for drug drop-off points.	+ Health Subcommittee + SPY Coordinator	2/28/19
Identify/customize model for Lower Sioux	+ Health Subcommittee	4/30/19

Write and adopt drop-off plan for implementation in Year 2	+ Health Subcommittee + SPY Coalition	7/31/19
<i>Strategy 3: Develop educational plan for youth to understand dangers of prescription drug use. (Community Level Change Strategy #1)</i>		
Research successful educational info for youth on prescription drugs	+ Youth Subcommittee + SPY Coordinator	6/30/19
Identify/customize info for Lower Sioux	+ Youth Subcommittee	7/31/19
Write and adopt educational plan for implementation in Year 2	+ Youth Subcommittee + SPY Coalition	9/15/19

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____