



MI'KMAQ NATION JOB DESCRIPTION

TITLE: COMMUNITY INJURY PREVENTION SPECIALIST/SAFETY OFFICER

STATUS: Full-time Hourly / Non-Exempt

IMMEDIATE SUPERVISOR: Director of Community Health and Wellness

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. This Position Description is meant to serve interviewers, applicants, directors and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this Position Description may change over time, according to the Tribe's needs, and may not be reflected herein.

SUMMARY OF SCOPE OF WORK:

Community Injury Prevention Specialist/Safety Officer role provides Community Outreach for injury prevention services and Health Department Safety officer services. This position works collectively with interagency tribal programs, federal, state, local, and/or tribal agencies serving native populations.

EDUCATION AND/OR EQUIVALENT EXPERIENCE:

High School Diploma and/or GED with three years work experience required within the injury prevention and/or safety officer such as; Emergency Medical Technician, Firefighter, Injury Control Program Specialist, Environmental Safety, OSHA Certified, etc...

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Maine State driver's license. Willingness to be trained in all areas relevant to the Community Injury Prevention Program and Safety Officer, Scope of Work. (i.e.; CPR Certification, First Aid Certification)

SKILLS/KNOWLEDGE/ ABILITIES (SKA) REQUIRED:

Knowledge and experience of injury prevention terminology and appropriate procedures. Excellent communication and organizational skills, intermediate computer skills, with knowledge in basic data entry a plus. Ability to deal effectively with people and have sensitivity to the needs of the Micmac Community. Possess the capability to follow directions relative to the Program Scope of Work and Job Description. Individual must have the basic ability to seek and secure external resources. Provide Community injury prevention services under the supervision of the Director of Community Health and Wellness. Proficient in MS Office Products (Word, Publisher, etc.).

Must possess the ability to effectively work within individual and/or group settings in accordance with the Privacy Act of 1974, as well as perform outreach services, interact within interagency referral system, and generate volunteer recruitment. Knowledge and experience with respects to community-based injury prevention services and safety officer.

Individual must have own reliable transportation. Is willing to travel throughout the county, state, and/or out-of-state.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Individual will be expected to adapt to various work environments, i.e.: regular office environment, instructional/teaching, recreational (on and off site) relevant to injury prevention education activities, etc... Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

INJURY PREVENTION SPECIALIST DUTIES:

1. Develop and implement community injury prevention program for specified program target groups.
2. Provide direct injury prevention services to the community by arranging, organizing, and conducting either individual and/or group activities to include, but not limited to bike safety rodeos, CPR for staff and community, etc. Provide interventions through the training of individuals, community members and/or staff.
3. Coordinate, monitor and evaluate the Child Safety Seat Program (serves as primary coordinator), Bicycle Helmet Program, and smoke detectors/fire extinguishers, inclusive of the maintenance of a current data log. The Environmental Health Department will assist with off-site deployment of these devices when requested by referral from the Community Injury Prevention Specialist.
4. Seek and secure external funding sources to supplement existing program resources.
5. Maintain statistical data based on the target population injury activities (intentional and/or unintentional) as a means for development of a community injury surveillance program.
6. Perform a minimum of at least one "special" event per target group with the focus primarily on injury education. Target groups entail: youth, families, elders, Head Start, and community, as well as, perform "in-service" trainings for agency Staff.
7. Conduct home visits on a regular basis to all eligible community members residing within the service delivery area. (Within an individual and group setting.)
8. Secure and maintain an inventory of all Community Injury Prevention Education Program equipment and supplies purchased and/or surpluses. Inventory should be reviewed on a regular (monthly) basis.

9. Develop quarterly newsletter for the MHD.
10. Lead for the Health Fair (HF) to include scheduling all planning meetings, documenting HF activities, and assuring follow through requirements are met.
11. The willingness to work flexible hours and weekends in accordance with the "Scope of Work" requirements.
12. Attend regularly scheduled meetings and interdepartmental staff meetings.
13. Maintain strict adherence to the Privacy Act of 1974 and the signed Code of Ethics.
14. Make appropriate referrals to other programs, and verifies whether the client has actually obtained the service to which s/he was referred. Also, act on incoming referrals according to policy.
15. Provide clearly written activity reports, lesson plans, and/or quarterly reports, on a timely basis to immediate supervisor and Health Director.
16. Work cooperatively with other program staff, tribal programs, and/or outside agencies of which provide services to youth and their families.
17. Other duties as assigned by the Director of the Community Health and Wellness.

SAFETY OFFICER DUTIES:

1. Perform monthly Health Department safety inspections.
2. Lead reviewer for iStar events– Adverse incidents
3. Perform quarterly safety drills for the Health Department
4. AAAHC safety and facility chapters in collaboration with TRAM
5. Social media safety campaigns and posts
6. Dating safety/violence for youth – as requested in collaboration with the Boys and Girls Club/Youth Department

NOTICE OF STANDARD WORK CONDITIONS OF EMPLOYMENT

This Scope of Work/ Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Community Injury Prevention Specialist/Safety Officer occupying this position. S/he will be required to follow any other instructions and to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and or abilities, to qualify for this position. To perform the scope of work, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk of health and safety of themselves or others.

The closing date for this position is SEPTEMBER 19, 2023

Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.