

Helena Indian Alliance/Leo Pocha Memorial Clinic
501 Euclid Avenue, Helena, MT 59601
406-449-5796



Job Position Announcement

The Helena Indian Alliance is seeking an energetic **Youth Coordinator** to provide support services and youth related programming. This position will be responsible for providing a safe environment for youth to participate in cultural activities and to promote a healthy lifestyle. This position will work in conjunction with our Tobacco Prevention Program to deliver youth programming.

JOB TITLE: Youth Coordinator

DEPARTMENT: Clinic/Behavioral Health

HOURS: 20 to 25 hours per week, Monday through Friday with occasional evenings and weekends.

ESSENTIAL JOB FUNCTIONS:

Primary Function: Responsible for organizing and providing the youth support services within the Helena Indian Alliance.

Duties and responsibilities:

- Provide opportunities for youth to experience healthy habits for living to reduce the disparity of diabetes, and other health risks.
- Focus on obesity, tobacco, alcohol, drug abuse prevention and childhood stress.
- Provide supervision and oversight of all Helena Indian Alliance youth related programming.
- Plans, organizes, and coordinates activities specific to helping Indian children learn healthy alternatives to living.
- Provide safe environment for youth to participate in activities, facilitate youth and parent groups for activities and discussions.
- Coordinate activities with HIA programs and outside groups. Develop a network with services outside the HIA environment to aid with youth needs.
- Provide case management for families and youth.
- Identifies fundraising resources, develop and assists with grant development.
- Recruit and supervise volunteers.
- Other duties as assigned.

The Helena Indian Alliance exists to advocate for and to responsibly serve the mental, physical, spiritual, and social welfare of the Native American population in the Helena community.

Knowledge, skills and abilities:

- Knowledge of techniques for gathering and evaluating data and available resources in the community.
- Ability to work with teenage youth.
- Must possess communication skills both written and verbal.
- General understanding of Native American culture and values.
- Have the ability to create and maintain professional and effective working relationships with clients, co-workers and general public.
- Have the ability to work independently.
- Must be able to work with clients of all ages without compromising confidentiality.

Education/Experience:

- Experience working with youth
- Ability to relate and manage at risk youth.
- Experience in community organizing, relationship building, and community outreach.
- Must have Montana State Driver's license and pass a criminal background check.

Submit completed resume, letter of reference, copy of valid license and Native American documentation (if applicable) to twilson@helenaindianalliance.com or mail to: 501 Euclid Avenue, Helena, MT 59601.

Position open until filled.

Preference in employment is given to qualified Native American candidates, in accordance with Title 42CFR36.221.