Burns Paiute Tribe

Tobacco Prevention Coordinator

Job Title:	Tobacco Prevention Coordinator
Department:	Culture & Heritage Dept
Reports to:	Prevention Manager
FLSA Status:	Non-exempt/full time/benefits
Opens:	October 26, 2026
Closes:	Open until filled
Salary:	GS 6/7 DOE

POSITION SUMMARY

This position requires a certified prevention specialist. This position works under a State funded program. They are to be knowledgeable in the prevention framework and strategies. They are to develop the prevention plan and coordinate all objectives assigned within the prevention plan. This position also requires teamwork and collaboration with the Tribal programs, Tribal community and Local community to develop and execute alcohol and drug prevention programs.

DUTIES and RESPONSIBILITIES

- Must complete A tribal suicide prevention plan annually. Provide policy and procedures for program.
- Provide education and information dissemination to the community through the tribal newsletter. Provide training in QPR (Question, Persuade, Refer) to the Tribal Community.
- Provide training in ASIST (Applied Suicide Intervention Skills Training) to community members on a yearly basis.
- Attend quarterly Elders suicide prevention meeting, coordinate elders to attend this meeting. Submit a quarterly progress report to include activities, products and services delivered.
- Provide information on the number of youth receiving Early Identification and Referral services. Contact speakers and schedule presentation, make lodging reservations. Coordinate all logistics for trainings.
- Work to coordinate a crisis response team for the Bums Paiute Community.
- Must complete a Tribal Tobacco Plan annually Attend two State mandatory meetings
- Attend one regional meeting, and quarterly telephone conference calls. Provide a trip report after each travel.
- Provide quarterly progress reports and one annual report to the State.
- Collaborate with Tribal programs to develop policy in relation to the tobacco plan.
- Utilize newsletter, and health fair to promote the quit line and advertise prevention education in regards to tobacco use.

EDUCATION or EXPERIENCE REQUIREMENTS

- Bachelor of Arts from an accredited institution in social services or a related field, and two years of relevant experience in alcohol and drug prevention work, or any satisfactory combination of education, experience and training which demonstrates the knowledge abilities and skills listed below.

OTHER DESIRED QUALIFICATIONS

Knowledge of: Principles of substance abuse prevention, coalition building, planning, community development, systems development, program evaluation and community organization.
Ability to: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities. Involve individuals and community partners and community at large to achieve prevention objectives.
Skill in: Community partnering, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)
- Must be a certified prevention specialist or capable of obtaining this within six months.

HOW TO APPLY:

Return completed Burns Paiute Tribe Application, cover letter, resume, and education transcripts to:

Human Resources Manager
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8056
Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email: hr@burnspaiute-nsn.gov.