

**CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
HEALTH EDUCATION PROGRAMS
SUICIDE EDUCATION & PREVENTION (SEP) ADMINISTRATIVE ASSISTANT**

DESCRIPTION OF WORK

General Statement of Duties: The Administrative Assistant will be responsible for assisting in the day-to-day functions of the Suicide Education & Prevention (SEP) Project, providing suicide education services to the community population in a Tribally-specific and culturally-appropriate manner.

Supervision Received: Works under the immediate supervision of the Suicide Education & Prevention Coordinator.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assists the SEP Coordinator with training, planning, developing, implementing and successfully completing the project goals, objectives and activities.

Provide public educational opportunities to schools, community events and families. Provide activity data reports to the supervisor.

Generates correspondence, memos, forms, brochures, flyers and other materials required for training and activity purposes.

Establishes and maintains filing system for project materials/correspondence and provides information as requested.

Will do outreach in schools and communities as well as with individuals in family settings.

Creates and disseminates project-focused media for advertising purposes in a variety of settings, (ex. KIPI Radio, West River Eagle, social media), for community awareness.

Collaborates with other Tribal youth programs, school counselors, families and communities.

Assists in providing suicide prevention education in the school systems, communities and at public outreach prevention activities.

Performs other related work as required by supervisor.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Applicant must have thorough computer knowledge and ability to work with computer information systems. Data collection and

analysis, program design and implementation and project management skills are essential. Must be able to provide positive interactions with public and with professional staff. Must have working knowledge of available community supportive resources and be familiar with the working other Tribal programs. Must be able to work independently. Must have strong verbal, written, analytical and interpersonal skills and sound organizational skills.

Education: Must possess a High School diploma or GED certificate. Certificate in or a Two-Year Degree in Office Management or related field preferred.

Experience: Must have (1) year experience working directly with youth and/or community and other related programs preferred. Working knowledge of office equipment, Microsoft Office, Excel, Word and Outlook.

Special Requirements: Must be CPR certified within two (2) months of hire. Must have valid driver's license and be insurable with CRST's insurance policy. Must be certified in Mental Health First Aid and Question, Persuade, Refer Instructor Training within Three (3) months of hire.

Incumbent is subject to the CRST Drug and Alcohol Testing Policy and Tribal, Local, Federal and state background checks in accordance with P.L 101-630, P.L 101-647, Resolution No. 86-2013-CR.

Confidentiality: Must adhere to all State and Federal Confidentiality/Privacy Act Rules and Regulations. Confidentiality is very important when working in the Tribal Health Department. Failure to comply may be cause for dismissal.

Date Created 6/13/24