Position Announcement
The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: July 21, 2021  Closing Date: Open Until Filled

MENTAL HEALTH FIRST AID SPECIALIST

Annual Salary: $42-$45K (DOE)  Benefits: Medical, Dental, Basic Life & 401(k)

Under the direction of the Assistant Director, the Mental Health First Aid Specialist will be primarily responsible to implement the Mental Health First Aid Program, an evidence-based public education program from the National Council for Behavioral Health, across Tribal communities across Arizona. The Mental Health First Aid Specialist will work with youth-serving organizations to provide training to identify, understand and respond to signs of mental illness and substance use disorders in youth with the goal of reducing adolescent suicides and non-fatal suicides. Attention to detail is required. Timely and regular attendance to work and work-related events is an essential function of this position.

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Obtain appropriate training and certification in the Mental Health First Aid public education program
- Retain certification throughout entirety of employment through continued training and facilitation
- Ensure the fidelity of the Mental Health First Aid program as it is delivered across Tribal communities in Arizona
- Schedule and coordinate at a minimum of twelve (12) trainings in Tribal communities statewide with youth-serving organizations
- Provide appropriate technical assistance, as needed, to ensure the program is implemented in Tribal communities
- Provide appropriate and maintain proper documentation to support monthly reporting requirements

Knowledge/Skills and Abilities

- Must have excellent organizational and communication skills, both written and verbal
- Must have strong customer service skills with abilities to communicate across a wide range of audiences including industry, tribal governments, and federal/state agencies
- Must have knowledge about Tribes, working with tribal governments, and Federal and State agency processes
- Advanced computer skills in Microsoft Word, Excel, PowerPoint etc.
- Able to maintain confidentiality

Education Requirements and Experience:
BA/BS degree in a mental-health or public health related field, plus 1 year experience or a general high school diploma plus 5 years experience in a related field or a combination of education and experience that is equivalent. Requires a valid Arizona driver’s license, and submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace