



# SEALASKA HERITAGE

## POSITION DESCRIPTION

**Wellness & Prevention Specialist – Haa Latseen Initiative: Culturally Responsive College & Career Readiness Programming in Southeast Alaska**

## INFORMATION

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|----------------------|--------------------|
| Department:          | Education          |
| Reports to:          | Education Director |
| Location of Work:    | Juneau, Alaska     |
| Salary Grade:        | DOE                |
| Employment Category: | Full-time          |
| Classification:      | Exempt             |
| Date:                | October 2021       |

## SUMMARY/OBJECTIVE

The objective of this position is to coordinate, develop, and deliver culturally responsive social-emotional programming for Sealaska Heritage Institute programs throughout Southeast Alaska. The selected candidate will have experience with trauma-informed services, positive youth development strategies, methods of engaging youth and families, and knowledge of community resources to support families in need. The specialist will be comfortable making presentations in small group settings and will be a conduit for youth and families seeking information and guidance in making informed social-emotional decisions.

## ESSENTIAL FUNCTIONS

- Coordinate social-emotional programs, workshops, and events for program participants and their families throughout Southeast Alaska.
- Provide outreach and follow-up support services to children and families participating in SHI programs and summer camps.
- concerning social-emotional development for Alaska Native children.
- Expand the SHI education department's social-emotional learning programming and work with SHI staff to ensure programs are designed with a trauma-informed lens.
- Identify strategies to work with community partners and school administrators to support the mental and emotional health of students and families in SHI's programs.
- Collaborate with partners to ensure Native students in Southeast Alaska are emotionally and physically ready to plan for life after high school.
- Coordinate and organize trauma-informed training for camp volunteers, instructors, and coaches.
- Develop and maintain relationships with school professionals and service providers.
- Work in partnership with the Project Director and College and Career Specialist to develop and implement the annual Latseen Leadership, College, and Career Academies.
- Collaborate with and participate in youth programming as needed to support the social and emotional needs of participants in elementary, middle, and high school programs.



- Survey data analysis and reporting for use by the Project Director in preparing reports for the US Department of Education.
- Other duties as assigned.

### **COMPETENCIES**

- Highly effective verbal, written, and interpersonal communication skills
- Experience with comprehensive program development and implementation
- Demonstrated ability to assist to coordinate activities with attention to detail
- Technical capacity to gather, manage, and analyze pre/post participation survey data
- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

### **TRAVEL**

Some travel may be required.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Education, Psychology, Counseling, or Social Work (or another field plus necessary experience)
- Four years of experience in an educational setting
- Experience working in and providing services to rural communities in Southeast Alaska
- Knowledge of the principles of Adverse Childhood Experience (ACEs) and social-emotional learning
- Previously facilitated programming in rural communities

### **PREFERRED EDUCATION AND EXPERIENCE**

- Master's Degree in Education, Psychology, Counseling, or Social Work (or other related fields plus necessary experience)



- Previously provided counseling services for middle and/or high school students
- Experience working in and providing services to rural communities in Southeast Alaska

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

