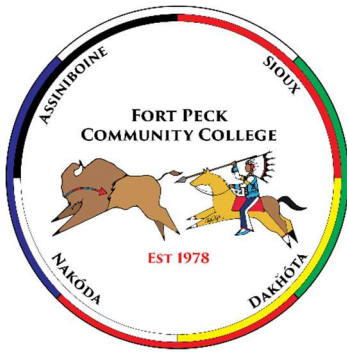


Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	FCRA	Position Type:	Full Time (Grant)
Location:	Poplar	Date Closing:	Until Filled
Salary:	\$56,600	Start Date:	
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <div>1. Letter of Interest</div> <div>2. FPCC Application</div> <div>3. Resume'</div> <div>4. College Transcripts</div> <div>5. 3 Letters of Reference</div>	
Job Description			
<p>Purpose: NenŨnkŨmbi/EdaHiYedo (“We Are Here Now- Plus”/NE+) is 4-year intervention that addresses risk and protective factors to improve the health and wellbeing of American Indian living on the Fort Peck Reservation. NE+ is implemented in the Frazer, Wolf Point, Poplar, and Brockton school districts to deliver life skills training to students, parenting skills to caregivers and family members, improve communication skills between students, families, and school personnel, and coordinate health care services for youth. NE+ also includes education on traditional values and beliefs. NE+ is implemented in partnership with the Fort Peck Tribes, Fort Peck Community College, the Fort Peck Tribal Health Department, the school districts of Frazer, Wolf Point, Poplar, and Brockton, Northern Arizona University, Montana State University, Mathematica, and Allyson Kelley & Associates.</p>			
<p>Description: The Family - Community Research Associate (FCRA) will be hired at Fort Peck Community College to assist the Lead Educator and Curriculum Director (LECD) and Data Manager (DM) with preparing all aspects of NE+, including organizing and coordinating project logistics and paperwork, implementation of caregiver level intervention, including 3 caregiver educational modules, caregiver data collection, scheduling caregiver modules and data collection, coordination of end of intervention cycle talking circles per site, attending school and community meetings as necessary to facilitate caregiver level intervention, coordination of team support, attendance at weekly team meetings, and other project needs that arise.</p>			
<p>Responsibilities</p> <div><div>•</div>Schedule 3 caregiver education modules and data collection sessions with caregivers, track data collection, and provide appointments for modules and data collection reminders to caregivers</div>			

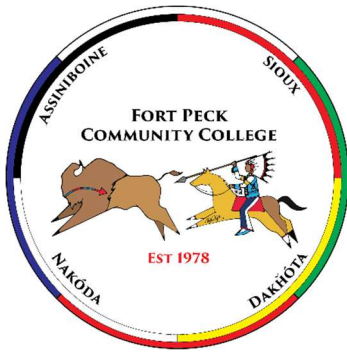


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- Coordination of 3 caregiver education modules with LECD and DM as necessary per site including planning caregiver education module visits, distribution of gift cards, and tracking caregiver payments.
- Coordinate and implement data collection and data uploads logistics and schedule in collaboration with DM, including data collection and upload processes, gift card payments, and tracking caregiver payments.
- Prepare and organize all written materials and supplies for the 3 caregiver education modules and the caregiver data collection per site.
- Assist LECD and DM with participant recruitment, including documentation, tracking, and scheduling reminders/follow up meetings
- Complete required fidelity and dosage forms as design and required by Northern Arizona University (NAU).
- Coordination of Systems Level with Fort Peck Tribal Health Department and MSU – Mark and Robyn College of Nursing.
- Coordination as needed with cultural mentors in partnership with LECD.
- Coordinate talking circle data collection with NAU and DM as required by NAU.
- Organize and store all study paper forms according to protocol
- Complete protocol deviation forms when needed
- Participate in weekly team meetings.
- Coordinate data entry and secure data storage with DM.
- Follow all study protocols, maintaining confidentiality and always demonstrating respect for participants.
- Complete and maintain CITI Training certification.
- Complete caregiver education module and data collection training.
- Fill-in for LECD and DM when needed
- Other duties as assigned

Skills/Qualifications

- Bachelor's degree or higher; OR associate degree with 3 or more years of professional experience.
- Project management experience
- Knowledge of the Fort Peck community
- Experience working with youth and/or families at Fort Peck
- Attention to detail
- Ability to follow instructions and make deadlines
- Ability to coordinate and manage multiple tasks/priorities (including tracking and reporting of intervention modules, fidelity forms, and data collection)



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- Strong written and verbal communication skills
- Ability to work collaboratively with a large team are important skills for the position.

This position is grant funded and continuation is dependent upon availability of grant funds.

Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~