

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/17



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide
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Date: 9/5/2017

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Create new position, Good Medicine Program Specialist**

Description: Kimberly Tatsey-McKay, Good Medicine Program Director, is requesting to create a new position, Good Medicine Program Specialist approved in the grant for the school year 2017-2018 in order to meet the requirements of the Montana S.O.A.R.S. grant. The position will be filled as a professional technical with a minimum of a bachelors degree in related fields of study.

Financial Impact: \$35,000.00 - \$42,000.00 plus fringe and benefits

Funding Source (Budget/grant, etc.): 115.90.465.1000.113.204

Attachment(s): Position Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: September 5, 2017



Good Medicine Program Specialist

Summary of Functions

In conjunction with the Good Medicine (Project Aware) Supervisor, plans, develops and implements individualized case management services to assist students with mental health issues and crisis interventions that results in increased student attendance, improved behavior and reduced discipline referrals in assigned schools. The Good Medicine Program Specialist will additionally provide individual and group counseling sessions during in school and after school hours around substance abuse issues, grief and loss, and trauma. The Good Medicine Program Specialist will coordinate with local agencies in utilizing self-improvement methods and practices, including Blackfeet and native traditional practices and in areas of student mental health and family crisis management. Such areas include child abuse and neglect, alcohol and drug abuse, gang activities, domestic violence, defiant behavior, family divorce and separation, adoption, suicidal issues and other related family crisis issues.

Duties and Responsibilities

- 1) Cooperation – Works cooperatively and in coordination with instructional leaders, teachers, other school staff and local agencies. Works with parents to create a partnership in that process of empowering the child to make healthy choices, along with creating and maintaining a safe home environment.
- 2) Meetings - Attends and participates in meetings with parents, including home visits, at assigned school(s),
- 3) Public Relations – Projects a positive image of mental-behavioral health within school to students, families, and to the community.
- 4) Records – Maintains a recordkeeping system for case management services that outline objectives for students. Prepares and submits required reports and related documentation.
- 5) Resource Materials – Provides mental health resources to assigned school(s) to ensure implementation of the Program.
- 6) Staff Development – Participates in district staff training programs as needed to carry out

the objectives of the Project Aware grant. Shares and encourages the development of new concepts and findings in the field to enhance learning.

- 7) Training – Researches, plans and implements the components of the Program to assist students and parents in managing individual and family crisis situations. Keeps abreast of developments in wellness practices and procedures and family crisis management.
- 8) Travel – In carrying out the purposes of the Program, may travel routinely for home visits and out-of-district training. Will use district vehicle or own vehicle under mileage rate as appropriate to duration.
- 9) Confidentiality – Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
- 10) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Good Medicine (Project Aware) Supervisor at the assigned school(s).

Qualifications

Education/Experience – Good Medicine Program Specialist must possess at minimum a bachelors degree in psychology, sociology, social work, counseling, community health or related area. However, applicants must meet the following minimum qualifications:

- Bachelors degree in psychology, sociology, social work, counseling, community health, human services or closely related field.
- Knowledge of the history and culture of the Blackfeet Tribe.
- Knowledge of and personally acquainted with local parents and families.
- Proficient with desktop computers preferably in Word and Excel.
- Valid Montana driver's license.
- Good communication, problem-solving and organizational skills.
- Ability to work with others and without close supervision.
- Ability to interact positively with students, families and staff.
- Good work habits.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an ex- haustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.