

JOB ANNOUNCEMENT

Behavioral Health Program Developer/Faculty (F/T, 9 months)

OPENING DATE: September 3, 2020
REVIEW DATE: Extended to October 9, 2020
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: Lummi Main Campus
SALARY: \$45,000 Max DOE

This is a full-time, five-year grant funded position through the Department of Education, Title III.

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled. *The salary posted is for a 9-month faculty contract, with the possibility of supplemental summer salary through research grants and/or summer teaching.*

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or

SCOPE OF WORK

This position was created based off a community needs survey held by NWIC; it ranked as the highest degree need. As time went on, NWIC gained partners to develop a Behavioral Health Program with the Portland Indian Health Board, Yellowhawk Tribal Clinic and other partners. This position is designed to develop a Behavioral Health degree centered on Native American/First Nations people.

This role has two focus areas:

1. Faculty: Courses that will need to be developed and taught include Chemical Dependency, Peer Recovery Mentor-ship, Case Management, and Counseling, etc. Other related courses may be assigned as determined by the needs of the College and the qualifications and experience of the selected candidates.
2. Program Developer: The candidate will be developing this program with a behavioral health Native American/First Nations lens. The candidate will need to understand health care in Tribal Nations and small communities. This position will be collaborative with many partnerships.

Primary duties for the Behavioral Health Program Developer/Faculty include the following:

1. Program Development: Work with Title III, Portland Indian Health Board and other groups to develop a Behavioral Health AAS-DTA. This includes applying for funding, developing curriculum, submitting curriculum for approval and developing all program areas with a Native focus and lens.
2. Teaching: Expected to teach 10 credit hours of courses quarterly. Extra classes will be added if the student count in courses is low. Expected to prepare students for completion of NWIC degrees and for transfer to four-year institutions. Responsible for curriculum design and redesign

of classes. This is part of the ongoing program design and assessment process, which requires a large time commitment.

3. Advising: Expected to meet regularly with and provide academic advising to a group of students assigned to them. One aspect of advising will be ongoing meetings and coordination with student services advisors. Another aspect involves advising majors and/or college club activities.
4. Committee work: Responsible for contributing to the overall functioning of the College through participation on committees.

DUTIES & RESPONSIBILITIES

- Provide class instruction through face-to-face and other distance modalities (OL, VCH, VC and IL).
- Design a behavioral health degree program in coordination with the Northwest Portland Indian Health board and other partners.
- Communicate and work effectively with students, faculty, staff, and the community.
- Participate actively in all full-time faculty responsibilities, such as curriculum review and development, committee membership, and other duties as described in the Faculty Handbook.
- Develop and revise course materials as necessary to maintain innovative and creative teaching and learning.
- Inform students about course requirements, evaluation procedures, and attendance requirements.
- Maintain necessary attendance and evaluation records and submit them according to designated deadlines.
- Post and maintain regular office hours.
- Demonstrate effectiveness in working with students from first-generation and/or historically under-represented groups as they pursue their academic goals.
- Knowledge of learning activities that stimulate student involvement and encourage critical thinking.
- Utilize innovative teaching strategies to meet the learning needs of our student population, including interactive video technology, online format and other uses of technology.
- Maintain regular office hours to assist students; respond to students' emails and voice mails in a timely fashion. Respond to assignments and students' concerns in a timely manner; accurate assessment of student performance and timely filing of grades.
- Maintain professional competencies in the subject area and currency in instructional methodologies through professional associations and professional development.
- Plan and organize syllabi, course work, study guides and other support material for the classroom setting as well as online learning. Participate in curriculum development, implementation, and review in accordance with college concerns.
- Participate in graduation and other official College functions. Serve as an academic advisor to assigned students.
- Experience developing and implementing distance learning courses.
- Knowledge of academic curriculum development and implementation
- A dynamic, student-centered approach to teaching that is motivational, builds self-esteem, and addresses differences in student ability and learning.
- Involvement in community activities and service.
- Attend trainings to stay well informed of the behavioral health work force.
- Apply for grants to grow the 2-year behavioral health program as well as apply for funds to expand the program into a 4-year behavioral health program.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum qualifications:

- Advanced coursework in behavioral health, psychology, community health and counseling
- Bachelor's degree in Behavioral Health, Community Health, Psychology or Counseling
- Experience working in a tribal college setting.
- Experience with and sensitivity to Native American people and cultural customs.
- Experience working with adult distance learning programs is highly desired.

Preferred Qualifications

- Master's degree in Behavioral Health, Community Health or Psychology **OR** Related field
- Experience with first-generation college students, and demonstrates an understanding of the effects of oppression on education as it relates to Native Americans.
- Experience working with Indigenous people of the Pacific Northwest.
- Strong background in online and distance education

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu