



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
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### **NOTICE OF EMPLOYMENT**

**POSITION:** NCREW Data Coordinator  
**DEPARTMENT:** Doya Natsu Healing Center  
**SUPERVISION:** Doya Natsu Healing Center Director  
**SALARY:** \$23.00/hr.  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** July 23<sup>rd</sup>, 2025      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

The NCREW grant is a partnership between DNHC, Washington State University (WSU), and Allyson Kelley and Associates (AK.A). the goal of this research project entitled, "Our Healing Journey" is to develop a community model of well-living in the Medicine Wheel framework.

DNHC will develop research protocols and ways to measure outcomes and identify what outcomes are important to health and well-being in the community. DNHC will hire and train a Data Coordinator for the community-based research project.

Tribal Data Coordinator will assist with community-based research to track these and will be in direct contact with community research participants. This position is under the direct supervision of the MOV Coordinator and DNHC Director.

### **DUTIES AND RESPONSIBILITIES**

- Work within the team for all aspects of NCREW data collection for the lifetime of the NCREW grant award
- responsible for managing all data and reports, coordinating with community-based programs,
- Attend Community Research Review Committee (CRCC) meetings, maintain databases, and reports for Doya Natsu.
- Assist with study protocols, data sharing plan, materials for approvals Collect data for all NCREW funded activities, meetings, outreach, and events.
- Assist with setting up electronic health record management software, including building data collection surveillance templates and report templates.
- Build data dashboards in partnership with other NCREW team members

- Assist with monthly surveillance and data pulls with other NCREW team members
- Assist with data to write quarterly reports that outline research capacity assessment, data, goals, and needed resources
- Assist with Rez Cafe community mapping and data collection
- Assist with Talking Circles, collect qualitative data on engagement, interest, and research approaches
- Assist with data collection for workshops on photo voice and digital stories
- Assist with data collection on community workshops and personal written narratives
- Assist with Medicine Wheel survey administration and data entry
- Assist AKA evaluation team with CAM and plant medicine approaches to link approach with desired outcomes
- Assist with all qualitative and quantitative data collection and analysis, coordinate input from CRCC
- Assist with written results of digital stories, photovoice, Rez Cafe, story mapping in quarterly newsletter.

#### **Skills and knowledge required-**

- Associate or bachelor's degree in data science, Math, Public Health, Epidemiology, Health Administration, Health Science, or related field.
- Two years of experience in program data collection and coordination or a similar role.
- Ability to work independently on data entry, import files, and data projects.
- Proficiency in Microsoft, Excel, Qualtrics, and Word.
- Strong writing and people skills with the ability to communicate effectively with a diverse workforce and community.
- Strong organizational skills.
- Hold Indigenous values and practices with respect and integrity

Other skills and knowledge- General Knowledge of Substance Abuse and Mental Health field and working knowledge of 12-step program. Knowledge and understanding of culturally relevant approaches to treatment of Native Americans using the Red Road to Wellbriety. Must have a commitment to sobriety and a recovery lifestyle, refraining from alcohol and drug use while contracted with the DNHC. Working knowledge of Federal and State, HIPAA and confidentiality regulations regarding client privacy rights and procedures for client protection. Excellent written and oral communication skills. Understanding of diverse cultures and incorporating the relevant needs of culturally diverse groups, as well as people with disabilities, into communication strategies, referrals, and outreach. Present an accepting and comfortable atmosphere for all individuals seeking services and contacting DNHC.

**Amount of travel and any other special conditions or requirements-** Limited travel required. Weekly in-person meetings with DNHC, AKA, and WSU staff as needed. This is a contracted position, and the successful applicant will have reliable access to internet and a working computer.

## **QUALIFICATIONS:**

Solid understanding of data procedures, databases, data collection, and decolonized methods of approaching research, evaluation, and dissemination.

**Supervisory relationships-** Works Directly with NCREW Project/ MOV Coordinator and within the grant supervision PI

## **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@easternshoshone.org) until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.