



# Eastern Band of Cherokee Indians

## EVIDENCE BASED INTERVENTION SPECIALIST

### *Position Description*

<b>Program:</b>	Family Safety	<b>Reports to:</b>	Manager - Family Safety
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	903137502
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	12	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBICI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

Responsible for learning, training, and educating trainers on evidence-based interventions addressing multiple areas of child and family well being with fidelity. The Evidence-Based Intervention Specialist (EBIS) works with stakeholders to educate and implement selected evidence-based interventions to Family Safety Program goals. The EBIS is responsible for maintaining data for evaluation of interventions and making reports to project leadership. The EBIS researches new evidence-based interventions and evidence that guides decisions for appropriate interventions. The EBIS coordinates the design development, implementation, and evaluation of interventions and the programs that support them. The EBIS makes reports to the Manager – Family Safety and other project leadership. Intervention decisions are made by the Manager – Family Safety and other project leadership with significant input from the EBIS and other stakeholders.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Facilitates the implementation of trainings that are delivered with fidelity to the practice model and program philosophy.
- Collaborates with stakeholders to design, implement, and evaluate programs to support provision of effective, high-quality services to the community.
- Assists with location of an facilitates referrals for services to appropriate service providers after analyzing the needs of the child and parents/caregivers.
- Develops presentations to community members on evidence-based interventions and their effectiveness after analyzing the needs of the community.
- Facilitates the implementation of in-home parent skill-building training to parents/caregivers and small group meetings for parents/caregivers to address parenting concerns and issues.
- Educates and provides seminars on parenting skills and family strengthening to communities.
- Facilitates the implementation of trainings that are delivered with fidelity to the practice model and program philosophy.
- Provides technical assistance to staff in implementation of evidence-based practices and programs.
- Coordinates and supports efforts to evaluate the efficacy of interventions implemented.
- Presents project outcomes and results to aid other programs and with replication of evidence-based practices.
- Educates and provides seminars on parenting skills and family strengthening to communities.
- Completes pre- and post- testing, as required, with participants and progress notes for families.
- Partners in all evaluation activities required by project leadership and provides reports (monthly, weekly, quarterly, etc.) as required.

## *Position Description*

- Analyzes and consults with families and communities to ascertain specific community/family needs and detects evidence-based resources to meet those needs.
- Conducts visits to school, childcare facilities, preschools, and other settings, as requested, to teach services such as family strengthening and parent skills seminars, and assessments.
- Researches opportunities to deliver evidence-based interventions and delivers in- services regarding children's mental health and family wellness to address cross-training needs to the community and staff as requested.
- Employs both traditional analytical and inductive reasoning skills in order to strategically determine the suitability of various evidence-based interventions in multiple settings.
- Seeks out on-going training to keep skills and knowledge current.
- Studies new interventions based on the findings of community environmental scans, needs assessments and strategic plans and makes recommendations for training and new evidence-based interventions for use by the project and project leadership and collects and analyzes data for evaluation purposes required by the cooperative agreement.
- Develops networks and collaborates with other programs to ensure compatibility of various curricula and elimination of gaps or overlaps.
- Participates in integrated care team meetings.
- Demonstrates understanding and knowledge of the National Association of Social Workers Code of Ethics and models publicly those behaviors which are described in the evidence-based interventions.
- Maintains verifiable records at an institution or facility that has a published records retention policy that is equal to or exceeds the retention required by Federal, Tribal and/or State regulations.
- Provides the client a copy of the client's record in accordance with State, Federal and Tribal laws.
- Claims or implies only the professional credentials possessed and shall be responsible for correcting any know misrepresentations of credentials by others. Does not represent themselves as specialist in any aspect of behavioral health services, unless so designated.
- In the event of a Public Health Emergency, may be reassigned duties as necessary.

### **Scope of Supervision:**

This position operates within EBCI Tribal guidelines regarding budget and personnel management. The incumbent will receive on-going supervision from the Supervisor - Family Safety Program and/or the Manager - Family Safety and will develop a work plan designed to outline the goals, objectives, and performance outcomes of the Program. The incumbent will participate in regular team meetings of management staff. The incumbent is considered a professional employee with the judgement, skills, and knowledge necessary to apply established guidelines in an efficient and effective manner, with minimal daily supervision.

### **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:** One (1) year of experience in human services is required.
- Education:** Bachelor's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required. Must obtain and maintain certification and training for any assessment that requires it to be administered and interpreted. Must meet all training and credentialing expectations of Family Safety Program and Public Health and Human Services employees within 6 months of employment and maintain throughout employment. Must become First Aid and CPR within 90 days of employment.

Any conviction of a crime against a child or elder in any jurisdiction will result in immediate disqualification from consideration for employment.

### **KNOWLEDGE, SKILLS, & ABILITIES**

## *Position Description*

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### **Key Job Knowledge:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Have knowledge of Database software; Internet software; Project Management software and Word Processing software.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively in a variety of settings.

### **Safety/Accuracy Focus:**

This position will be held responsible to maintain and protect all equipment owned by EBCI and the PHS Division. The incumbent must maintain a high level of ethics and display an understanding and expectation of being fiscally responsible for all EBCI resources needed and used to provide services. The incumbent will be required to follow all EBCI Risk Management Safety Policy and Procedure to ensure safety. Position is responsible for the accuracy and competence of work performed by all staff of the Program. Work performed represents the integrity of the Tribe and PHS Division and is assuring fiscal responsibility and program accountability through compliance with mandated regulations - a complex set of programs and services with different funding rules and performing requirements.

### **Key Relationships:**

Interact with internal and external customers/clients in a polite and professional manner. Has the ability to interpret information gained from a variety of communication method or styles. Brings forth a verbal or written synopsis of this information or specific details to parties as needed in a clear, concise, and easily understandable manner. Makes Clients and Patients along with their needs a primary focus of one's actions; shows interest in understanding of the needs and expectations of the Eastern Band of Cherokee Indians' Community.

### **Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. The incumbent must be resourceful and independently seek out information and answers without requiring prompting from the Program Director or Manager. This position requires someone that takes initiative and will work independently often.

### **Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Maintains the confidentiality of any information received from any person or source about a client, unless authorized in writing by the client or required by law or court order. Obtains written consent from the joint-custodial parents, custodial parent, legal guardian or from the legal custodian appointed by the Court before conducting interviews of minor children. Complies with the applicable State, Federal and Tribal regulations in regard to the security, safety and confidentiality of any behavioral health services record they create, maintain, transfer, or destroy, whether the record is written, taped, computerized, or stored in any other medium.

### **Complexity of Duties:**

This position includes completing tasks of varying complexity levels. Ability to apply critical thinking, analysis and evaluation always giving due consideration to the evidence, the context of judgment, relevant criteria, and nature of the problem or question at hand to make accurate and timely decisions. Coordinates assignments and requests with other parts of the organization to accomplish goals. Prioritizes in a fast-paced, changing environment through frequent interruptions and changing deadlines; organizes work, sets priorities, and determines resource requirements.

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### PREFERRED QUALIFICATIONS

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually mild to moderate.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Evidence Based Intervention Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*