



## **INJURY PREVENTION COORDINATOR**

Hopi Department of Transportation

Reports To: Safety Coordinator

Salary/Hourly Range: 35

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Created: 07/30/2021

### **INTRODUCTION**

Under direct supervision of the Safety Coordinator, Hopi Department of Transportation, this position consists of administrative and budget management responsibilities, basic knowledge of injury prevention principles, and expertise to establish and manage The Hopi Tribe's Injury Prevention Program within the Hopi Department of Transportation.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) The coordinator will work closely with a variety of agencies, such as Hopi Law Enforcement Services, Indian Health Service, and other local, state and federal agencies, to reduce motor vehicle injuries on the Hopi Reservation.
- 2) Establish and manage the Injury Prevention Program.
- 3) Establish and manage an Injury Prevention Program Coalition.
- 4) Technical advisor to the Injury Prevention program Coalition, internal staff and the community on matters related to motor vehicle injury prevention.
- 5) Select, develop, and implement effective strategies to reduce motor vehicle injuries. For example, involvement in coordinating a comprehensive sobriety checkpoint program or an occupant protection checkpoint program.
- 6) Collect and analyze all required data to measure the impact of the Injury Prevention Program activities.
- 7) Analyze and assess all collected data and information for the purpose of facilitation of the motor vehicle intervention strategies.
- 8) Prepare and coordinate all assessments associated with the Program.
- 9) Prepare and coordinate all media and awareness activities associated with the Program.
- 10) Collaborate with Hopi Law Enforcement Services and Hopi Department of Transportation to manage project expenses and determine budget.
- 11) Develop and implement all evaluation activities including coordination with the third party project evaluator.
- 12) Participate in all conference calls and meetings coordinated by the Indian Health Service.
- 13) Prepare and submit all reports required by the Indian Health Service.
- 14) Perform other related duties as assigned and authorized to meet Tribal/Program goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: Associates Degree in Public Health, Public Safety, Business or Public Administration or a related field;

AND

Experience: Two (2) years of work experience in Injury Prevention that includes research, gathering and analysis of data, and working with related agencies;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Individuals must be able to perform all of the essential job functions unassisted, and at a pace and level of performance consistent with the actual job performance requirements.
- Ability to understand and interpret statutes, ordinances, regulations and standards.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to cooperate with officials and police officers.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.