



INDEPENDENT CONTRACTOR: Tribal Traffic Safety Specialist

- REPORTS TO:** Tribal Injury Prevention Resource Center Manager
- LOCATION:** Travel required to conduct trainings at multiple sites
- CONTRACT:** See Professional Services Agreement for complete terms of agreement.

CONTRACTOR SCOPE OF WORK

The Albuquerque Area Indian Health Board Tribal Injury Prevention Resources Center provides technical assistance, training, resources and tools for tribes and tribal programs nationwide focused upon the prevention of motor vehicle-related injuries. The Tribal Traffic Safety Specialist will plan, market, coordinate, and implement the Tribal Injury Prevention Resource Center's (TIPRC) project activities. They will provide onsite and virtual technical assistance to tribal communities focused upon proven countermeasures and evidence-based strategies for motor vehicle injury prevention. This program has a national scope; therefore, contractor may be stationed anywhere in the U.S., performing activities remotely and/or in-person when feasible and appropriate.

OUTCOMES

- Assist in coordinating, arranging, and marketing 4 Child Passenger Safety Technician Certification courses.
- Recruit presenter and market 4 webinars focus on motor vehicle safety as it relates to tribal motor vehicle safety.
- Develop 4 media projects (fact sheets, public service announcements, digital stories, commercials etc.) that promote motor vehicle safety in tribal communities.
- Assist in coordinating, organizing, and planning the 2023 Tribal Motor Vehicle Safety Summit held in Albuquerque NM. Final date in July or August still to be determined.

QUALIFICATIONS

- Minimum Bachelor's degree and two years of relevant experience.
- Must be able to travel to multiple sites throughout the U.S. to provide training, technical assistance and participate in meetings (40% of contractor time).
- Knowledge and understanding of the Four E's of Roadway Safety behavioral aspects of Transportation Safety.
- Processes to ensure the efficient and confidential collection, compilation, management, and analysis of data.
- Possess knowledge and understanding of behavioral effective strategies in motor vehicle injury prevention including but not limited to child passenger safety, seat belt use, and impaired driving prevention.
- Possess knowledge and understanding of project planning, implementation, partnership development and evaluation of effective strategies.
- Familiarity and/or experience working with American Indian/Alaska Native populations; Respect for and knowledge of traditional, cultural, and spiritual practices of diverse American Indian/Alaska Native communities.

TIME REQUIREMENTS

Will not be required to follow or establish a daily or regular work schedule but will attend all events required, and shall devote the time, energy, and skill necessary to perform the services under the Professional Services Agreement. Subcontractor shall periodically, or at any time upon the request of AAIHB, submit information as to the amount of time worked and the scope of work performed.

ASSIGNMENT AND SUBCONTRACTING

Shall not assign scope of work outlined in the Professional Services Agreement nor enter into subcontracts for any services to be personally performed under the PSA without prior written approval of AAIHB.

COMPENSATION

For services performed, contractor will receive \$30-40 per hour, not to exceed 40 hours per week. Contractor responsible for providing the materials and supplies needed in order to provide the work under this PSA, additional supplies may be available upon request. Any AAIHB equipment provided is the property of AAIHB and shall be returned within 10 days of the termination of the contract. Travel expenses including lodging and mileage to program events will be reimbursed according to standard government rates.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.