



*The oldest self-governing  
Tribe of Indians in the United States*

## SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

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**Job Title:** Health and Community Services - Crisis Response Coordinator

**Reports To:** Program Director

**Status:** Part -Time, (20) Hours, Non-Exempt

**Department:** Health Emergency Program

**Salary:** \$22.25/hour

**Application Deadline:** February 13, 2026

**Summary:** The Crisis Response Coordinator will carry out the day-to-day operations of the NYS-funded Mental Health Emergency Planning Project for the Shinnecock Nation. This hands-on role focuses on coordination of training, drills, supply kits, and culturally appropriate educational events.

### **Essential Duties and Responsibilities:**

- Schedule and coordinate staff training on crisis response and mental health first aid
- Organize and conduct emergency drills at tribal sites (Preschool, Senior Program, Boys & Girls Club, etc.)
- Distribute mental health emergency kits across departments and homes
- Manage and maintain crisis communication tools and systems
- Organize and facilitate community education and wellness events
- Support development of culturally adapted materials and protocols
- Collect documentation and feedback from each activity for final reporting

### **Skills, Knowledge and Abilities**

- Associate's or bachelor's degree in Human Services, Health Education, or Related Field
- Experience in community organizing, crisis response, or emergency planning
- Cultural competency and connection to the Shinnecock Nation or Indigenous communities
- Ability to manage logistics and work independently under limited supervision