

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE08013534	DATE POSTED:	03/20/17
POSITION NO:	200900	CLOSING DATE:	03/31/17
POSITION TITLE:	Prevention Specialist (S)		
DEPARTMENT NAME / WORKSITE:	DODE/Office of Diné Youth-Shiprock Agency, Shiprock, NM		
WORK DAYS: <u>M-F/Some wkends</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	AB63A
WORK HOURS: <u>9:00 am-6:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$	37,065.60 PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$	17.82 PER HOUR
	TEMPORARY: <input type="checkbox"/> _____		

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent shall be responsible for facilitation and implementation of After-School, Summer, and Outreach Programs for youth between the ages of 6-18. Programming shall include utilizations of curriculums, experiential learning and group activities. Conduct presentation of prevention awareness activities on character development, life-skills, social engagement, cultural awareness, healthy living, career development, safety awareness, self-awareness, and must be knowledgeable of resources. Must be motivated and creative in working with youth. Experience in prevention activities and lesson plan development. Develops, prepares and disseminated information on youth issues. Work with Schools, Chapters, Community and local youth service providers to ensure the needs are met for youth to receive available benefits and opportunities. Plan cultural awareness activities and to identify qualified presenters for presentations. Consultation with parents/legal guardians regarding behavioral concerns and educational opportunities regarding youth. Required to prepare and submit reports and tracking of statistics, conduct pre/post test evaluations, maintain database information on youth participants and program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Psychology, Social Work, Counseling, or related field; and (2) years of prevention awareness experience, curriculum and activities implementation for youth, families, and the community in prevention activities and awareness; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of principles, practices, and theories of prevention awareness and education. Ability to effectively communicate with youth, families, co-workers, local and tribal organizations. Ability to multi-task and to work well with others. Knowledge in Prevention in the following areas: Alcohol & Drug Abuse, Tobacco and Domestic Abuse. Experience with curriculum implementation in Character Development, Educational Guidance and Cultural Awareness is necessary. Knowledge in working with youth and families.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.