

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOE08010202</u>	DATE POSTED: <u>05/26/15</u>		
POSITION NO: <u>241829</u>	CLOSING DATE: <u>06/09/15</u>		
POSITION TITLE: <u>Prevention Specialist</u>			
DEPARTMENT NAME / WORKSITE: <u>DOE/Office of Diné YOUTH-Shiprock, NM</u>			
WORK DAYS: <u>M-F/some weekends</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB63A</u>	
WORK HOURS: <u>9:00 a.m. - 6:00 p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>17.82</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, the incumbent shall be responsible for implementation and facilitation of After-school and Summer Programs for youth between the ages of 6-18. Programming shall include utilization of curriculums, experiential learning, and group activities. Shall be responsible for teaching practical skills of prevention awareness, character development, life skills, social engagement, cultural awareness, healthy living and must be knowledgeable of resources available. Must be motivated and creative in working with youth. Experience in prevention activity and lesson plan development. Consultation with parents. Develops, prepares and disseminates information on youth issues to parents, schools, youth fairs, public forums, youth organizations and to the community at-large. The incumbent is responsible for preparing reports and tracking program statistics for data collection and funding purposes, conducts pre & post tests, evaluations, assessments and preparing activity planning packets.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Psychology, Social Work, Counseling or a related field; and two (2) years substance abuse counseling experience.

**Preferred Qualifications:**

- Two (2) years of experience in providing community education to youth and adults.
- Certified Prevention Specialist or Substance Abuse Educator.

**Special Requirements:**

- 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 theories, principles and practices of counseling and prevention services. Ability to effectively communicate with youth, families, employees, and other organizations. Ability to multi-task and to develop positive solutions.

**<<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.**