

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS04513910

DATE POSTED: 06/07/17

POSITION NO: 243944

CLOSING DATE: OUF

POSITION TITLE: Prevention Specialist

DEPARTMENT NAME / WORKSITE: Navajo Treatment Center for Children and Their Families (NTCCF) - MSPI Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB63A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Position will be required to promote prevention and awareness of methamphetamine, substance abuse and suicide prevention to high risk families that are a part of the Department of Family Services child welfare system. The Navajo Treatment Center for Children and their Families (NTCCF) - Methamphetamine and Suicide Prevention Initiative (MSPI) project will address the prevention and awareness by providing holistic, cultural and value based services on Navajo Nation. The position will incorporate the holistic approach to address this devastating epidemic through prevention education and serve as a resource for referral information. Position will work with other staff on the set up of mini-conferences. Provide presentations on request to communities. Set up prevention booths at fairs, schools and other entities. Position will instill resilience among our youth and families the importance of family wellness. Responsible for the composition of monthly/annual reports and correspondence (letters and memorandums). Position will maintain and report data collection on methamphetamine abuse, substance abuse and suicide prevention. Promote early intervention strategies and implement positive youth development programming to reduce risk factors for suicidal behaviors and substance abuse. Provide live forums and public service announcements on methamphetamine abuse, substance abuse and suicide prevention. Work closely with programs, departments and other entities on project services. Obtains information from programs, departments and other entities on services they provide for referral purposes. Attend scheduled meetings related to project services. Attend trainings to remain abreast information on methamphetamine abuse, substance abuse and suicide prevention.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Psychology, Social Work, Counseling or a related field; and two (02) years substance abuse counseling experience; or an equivalent combination of education and experience.

Special Requirements:

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

(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:

Exceptional knowledge in methamphetamine abuse, substance abuse and suicide prevention. Knowledge of 12-step counseling process for substance abusers. Knowledge of programs, departments and other entities services on services they provide for referral purposes. Skill in developing community/chapter resources for the benefit of the patient. Skill in developing presentations on different topics as requested and permitted. Ability to provide presentations on a variety of topics in both the Navajo and English language. Ability to participate in live forums and public service announcements in both the Navajo and English language.

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