

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE0803190
POSITION NO: 241829
CLASS CODE: 3740

Date Posted: 06/06/11
Closing Date: 06/17/11

POSITION TITLE: PREVENTION SPECIALIST

DEPARTMENT NAME: Office of Youth Development/Boys & Girls Clubs of Dine Nation

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: M-F & Weekends Permanent: SALARY:

Hours: 40 hours per week Temporary: Duration: \$ 34,944.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will promote the prevention and awareness of various issues affecting youth, such as, substance abuse, violence, abuse, crime, domestic violence, character building, and self awareness to youth in the communities and various housing areas; attends various chapter and community meetings. Serves as a resource addressing referrals, provides information and advocates for the program; promotes awareness and prevention skills through Boys & Girls Club curricula (Smart Moves, Passport to Manhood and Health Living for Dine Youth), youth fairs, public forums, and other drug free activities. Develops, prepares and disseminates information on youth issues to the community and youth in the community. Develops and implements programs with the local schools (K-12) and out of school youth that emphasizes prevention awareness, and provides technical assistance with issues relative to youth; such as, drug/alcohol use, prevention of premature sexual activity, parenting, domestic violence, gang violence, drop out prevention, careers, employment skills. The incumbent conducts prevention awareness education in classrooms, youth centers or clubs and the community. May plan team teaching and team approaches to awareness and prevention in school, housing areas, varied youth population and the overall community. The incumbent is required to prepare reports, maintain a database of youth served, activities performed, etc, as required by funding sources), maintain case notes, attend sessions or meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Psychology, Social Work, Counseling or a related field; and

Experience:

two (2) years substance abuse counseling experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Considerable knowledge of theories, principles and practices of counseling services. Ability to effectively communicate with youth, families, employees, supervisors and other departments/organizations. Ability to utilize and learn the Navajo Traditions, and customs while implementing with planned youth services.

License/Certification Requirements:

PREFERRED: Must have a valid State Driver's license, able to obtain a Navajo Nation Vehicle Operator's Permit and CPR/First Aid Certification. Incumbent will be required acquire a Criminal Background Check at their expense because the position requires working with youth. Must pass a criminal background check and employee assessment prior to employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99