

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0802332

Date Posted: 08/30/10

POSITION NO: 200900

Closing Date: 09/13/10

CLASS CODE: 3802

POSITION TITLE: COUNSELOR

DEPARTMENT NAME: Office of Youth Development

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62A

Days: M-F/some weekends

Permanent:

SALARY:

Hours: 8:00 am-5:00 pm

Temporary:

Duration: _____ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, coordinates, implements and evaluates a variety of youth intervention & prevention programs for OYD and the Boys & Girls Club of the Dine Nation; plans, promotes and develops interest, support & participation in programs such as: Anger Management, Teen Parenting Classes, Drug & Alcohol Prevention, Life Skills Management, Crime Prevention, Teen Pregnancy, Family Violence, positive Character Development skills, employment skills, educational pursuits, team-building activities and experiential learning activities, e.g., Project Alert. Serves as a resource person for structured prevention activities, youth development activities. Promotes a network of partnerships with schools, Tribal and Non-Tribal entities and local organizations and communities to evaluate and address youth issues for integration & coordination of efforts; may coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, public safety, psychology, and/or juvenile or youth organizations to ensure that social issues or individual issues are addressed.

Conduct assessments and evaluations to determine the inneeds of the youth and their families. Conducts & attends meetings/trainings to carry out program goals and objectives; Provides public awareness by visiting community chapters, schools, and conducting presentations to youth and families. Conducts personal interviews to obtain information of cliental. Report preparation, e.g., monthly reports, progress notes, correspondence, conduct surveys, evaluations and compile statistical information for program reporting purposes. Plans & implements in-service and related trainings for staff, volunteers and the community.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology, Social Work, Psychology, Psychiatry, or related field; and

Experience:

two (2) years experience providing direct services; or an equivalent combination of education, training, and experience that provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Ability to plan and organize various alternative youth activities; Knowledge of counseling; Ability to communicate with youth and children; Knowledge of local, tribal, federal and state programs and activities available for youth population; Knowledge of the principles and practices of social service work and human service development; Knowledge of community resources available to youth and families; Skill in interpersonal communications and working with people; Skill in communicating both orally and in writing; Skill in assessing situations and providing appropriate solutions; Skill in workload management; Skill in establishing & maintaining effective working relationships.

License/Certification Requirements:

Will require background check as a condition of employment because the position requires working with youth.

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