

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

REQUISITION NO:	<b>DODE08018625</b>	DATE POSTED:	09/11/19
POSITION NO:	241829	CLOSING DATE:	09/24/2019 5:00pm
POSITION TITLE:	Prevention Specialist		
DEPARTMENT NAME / WORKSITE:	DODE/Office of Diné YOUTH - Shiprock, NM		
WORK DAYS:	Monday - Friday (Occasional Saturday's)	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am-5pm (Occasional afterhours/Saturday's)	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	\$ 38,188.80 PER ANNUM
		DURATION :	\$ 18.36 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Promote the prevention of constructive lifestyles and norms that discourage substance abuse and awareness of various issues affecting youth such as youth alcohol and substance abuse, crime, domestic violence, etc. within the communities and Navajo Housing Authority housing areas. Attend various community meetings which includes chapter meetings, local resource meetings, and task force meetings. Serve as a resource person for client referrals, provide information and advocate for the Diné YOUTH programs. Promote and implement prevention skills through the curriculums utilized (parenting, student assistance program, anger management, healthy living for Diné Youth/Cultural Activities, etc.), youth fairs, public forums, and other drug-free activities. Develop conduct, share and disseminates information on youth issues such as youth alcohol and drug usage, crime involvement and awareness, etc., to the community and youth in the community. Transport personnel, participants, supplies, and equipment as necessary for work activities or various program sites. Develop and implement Diné YOUTH programs with the local schools (K-12) and at-risk youth that emphasizes prevention awareness of substance abuse and other issues. Attends sessions with community partners for new ideas and methods of promoting the program, activities, to prevent substance abuse and provide technical assistance with other issues relative to youth, such as teen pregnancy, parenting as a youth, youth domestic violence, careers, dropout prevention, managing finances while getting a job, and understanding resources available to youth. Conduct prevention education in classrooms, youth centers, community events, youth fairs. Conduct meetings with schools, chapters, partners in the community regarding substance abuse problems with youth in the community. Plan team teaching and team approaches to substance abuse problems. Meet with other professionals to devise the best approaches to substance abuse prevention in the schools, youth population, and the community. Prepare required monthly/quarterly reports, maintain database, and maintain case notes for clients. Provide verbal and written updates to supervisor and team. Attend training sessions and meetings when required. Perform related youth activities and duties as assigned. May provide and administers first aid treatment in emergencies.

**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 in prevention activities/awareness in the human services field including 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.

*(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:**

Knowledge of prevention curriculum implementation in character development, educational guidance and cultural awareness; of available partnering resources in the community; of facilitation techniques; of the principles and practices of prevention awareness and education; and in prevention in alcohol and drug abuse, tobacco, and domestic abuse. Skill in developing an effective working relationship with the youth, project planning and implementation of prevention activities; in preparing written reports; in supervising and working with diverse age groups; in first aid methods and safety precautions; and event management skills. Ability to effectively communicate with youth, families, subordinates, local and tribal organizations; to multi-task in working with others; to work indoors and outdoors and lift up to 50 lbs.; and be physical active in providing prevention activities with the youth between the ages of 5 to 24 years old.

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