THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0459226**	DATE POSTED:	**09/15/14**
POSITION NO:	242210	CLOSING DATE:	**09/26/14**
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:	Y63A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 35,984.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.30	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Position will be required to promote prevention and awareness of methamphetamine and suicide to communities and chapter meetings. Position will be required to serve as a resource for referral information. Provide information on the services that the Navajo Treatment Center for Children and Their Families (NTCCF) program provides. Advocates on behalf of the services that the program provides. Develops and implements community resource on prevention and awareness of methamphetamine and suicide. Provides prevention education to schools, chapters, programs and departments on methamphetamine and suicide. Position will be required to screen clients to determine level of services needed or required. Performs crisis intervention. Provides case management activities. Monitors progress of individuals requiring a higher standard of care. Develops and implements conditions of grant award to local schools, departments and programs to emphasize prevention and awareness of methamphetamine and suicide. Attends meetings and sessions for new ideas and methods of promoting the program services and prevention of methamphetamine and suicide. Conducts meetings with schools and chapters. Meets with chapter officials and planning committees in reference to the community needs in the area of methamphetamine and suicide. Work closely with mental health providers on the therapeutic services that the program provides to Navajo children and their families. Attends staff meetings.

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 (02) 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:

Knowledge of 12-step counseling process for substance abusers; resources in the community that can be tapped as needed; group facilitation techniques, principles and practices of psychology and counseling, effects of substance abuse over time. Skill in identifying the causes of substance abuse for the patient; developing an appropriate treatment plan for each patient; establishing and maintaining effective working relationships; developing community/chapter resources for the benefit of the patient and interacting with patients in a one-on-one and group situation.

<<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.