

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0729353

DATE POSTED: 10/13/14

POSITION NO: 948027

CLOSING DATE: 10/24/14

POSITION TITLE: Prevention Specialist

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Window Rock, AZ

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

WORK HOURS: 80 PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Promotes the prevention and awareness of substance abuse to communities, attends chapter meetings to solicit community support of prevention awareness; serves as a resource person for referral information; provides information and advocates for the program; promotes the program through the Red Ribbon campaign, Youth camps, public forums and other drug/alcohol free activities; develops, conducts, shares and disseminates information on youth alcohol and drug usage, crime involvement and awareness.

Develops and implements memorandum of understanding (MOU's) with local schools (K-12), headstart, chapter houses and other relevant programs for youth that emphasizes prevention awareness of substance abuse; attends sessions for new ideas and methods of promoting the programs and activities to prevent substance abuse and provides technical assistance.

Conducts capacity building and community needs assessments within communities; implements strategies within the Prevention grants; knowledge of the Strategic Prevention Framework Model to produce prevention work; Implements evidence based curriculums within schools and community; conducts meetings with schools and chapters; meets with chapter officials and planning committees regarding the community needs in the area of substance abuse; plans team teaching and team approaches to substance abuse problems with doctors, health representatives and other concerned people; meets with other professionals to devise the best approaches to substance abuse problems; conducts prevention education in classrooms as requested by the community/chapter. Must attain a state or national preventionist certification.

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 (2) 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 the 12-step counseling process for substance abusers; knowledge of the resources in the community that can be tapped as needed; knowledge of group facilitation techniques; knowledge of the principles and practices of psychology and counseling; knowledge of the effects of substance abuse over time.

Skill in establishing and maintaining effective working relationships; skill in developing community/chapter resources for the benefit of the patient; skill in facilitating community events and meetings.

<<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.