

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727173
POSITION NO: 946013
CLASS CODE: 3733

Date Posted: 11/05/12
Closing Date: 11/19/12

POSITION TITLE: Substance Abuse Health Educator
DEPARTMENT NAME: Department of Behavioral Health Services
DEPARTMENT NO: 72 WORKSITE LOCATION: Ojo Encino, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: Monday - Friday Permanent:
Hours: 40 hrs. Temporary: Duration: _____ \$ 34,944.00 Per Annum
Part-Time: No. of Hrs/Wk: _____ \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops educational material on substance abuse prevention in accordance with prescribed standards and programmatic activities; prepares material covering specified areas of substance abuse, such as alcohol, aids, smokeless tobacco, alcohol fetal syndrome, etc.; provides community education by visiting local chapters, schools, community events and government agencies; provides outreach services in conjunction with different resource programs engaged in similar program objectives involving substance abuse prevention.

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), head start, 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.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Behavioral Health, Health Education or closely related field; and

****To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diplomas,***

Experience:

one (1) year of work experience in substance abuse prevention; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of developing resource material on substance abuse; knowledge of presentation methods and practices; knowledge of current substance abuse trends; knowledge of computers; knowledge of Navajo culture and traditions; 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 communicating effectively in both oral and written form; skill in developing substance abuse information for dissemination; skill in interacting with individuals of all ages with differing social, economic, cultural and spiritual background, 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.

Special Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain: a Cardiopulmonary Resuscitation (CPR) Certificate, a First Responder Certificate and a Navajo Nation Vehicle Operator's Permit.

PREFERRED: Will be required to attain a valid state or national Preventionist Certification.

Must pass a Fingerprint Clearance and Background Check

Veterans' Preference Applies.

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