THE NAVAJO NATION
Department of Personnel Management
IN-HOUSE JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0458105**	Date Posted:	**08/26/13**
POSITION NO:	242210	Closing Date:	**09/09/13**
CLASS CODE:	3740		
POSITION TITLE:	**Prevention Specialist**		
DEPARTMENT NAME:	DSS/Navajo Treatment Center for Children and Their Families (NTCCTF) - MSPI		
DEPARTMENT NO:	45	WORKSITE LOCATION:	Window Rock, AZ
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Monday-Friday	Permanent:	☑
Hours:	8:00 am - 5:00 pm	Temporary:	☐
		Part-Time:	☐

Duration: _____
No. of Hrs/Wk: 40

GRADE: R63A
SALARY:
$ 34,944.00 Per Annum
$ 16.80 Per Hour

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 preventiohn education to schools, chapters, programs and departments on methamphetamine and suicide. Position will provide intake on clients at seven (07) clinics. Positions will be required to screen clients to determine level of services needed or required. Provides as assessment and develops a treatment plan for the client to receive therapeutic services by a licensed clinical provider. Performans crisis intervention. Provides case management activities. Monitors progress through accurate and complete progress notes. 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 and Training:

A Bachelor's degree in Psychology, Social Work, Counseling or a related field.

Experience:

Two (02) years substance abuse counseling experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropritae documents must be submitted along with the 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 paitent and interacting with patients in a one-on-one and group situation.

License/Certification Requirements:

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. **Position requires a background check and suitability assessment prior to employment.**

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***