

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0808309

DATE POSTED: 11/18/13

POSITION NO: 241828

CLOSING DATE: 12/03/13

POSITION TITLE: PREVENTION SPECIALIST

DEPARTMENT NAME / WORKSITE: Department of Dine' Education, Office of Dine' Youth, Fort Defiance, Az

WORK DAYS: <u>M-F & Weekends</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y63A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u>
	SEASONAL: <input type="checkbox"/>	\$ <u>35,984.00</u> PER ANNUM
	TEMPORARY: <input type="checkbox"/>	\$ <u>17.30</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will promote the prevention and awareness of various issues affecting youth, such as, substance abuse, violence, abuse, crime, domestic violence, character building, and self awareness to youth in the communities and various housing areas; attends various chapter and community meetings. Serves as a resource addressing referrals, provides information and advocates for the program; promotes awareness and prevention skills through various curricula, youth fairs, public forums, and other drug free activities. Develops, prepares and disseminates information on youth issues to the community and youth in the community. Develops and implements programs with the local schools (K-12) and out of school youth that emphasizes prevention awareness, and provides technical assistance with issues relative to youth; such as, drug/alcohol use, prevention of premature sexual activity, parenting, domestic violence, gang violence, drop out prevention, careers, employment skills. The incumbent conducts prevention awareness education in classrooms, youth centers and the community. May plan team teaching and team approaches to awareness and prevention in school, housing areas, varied youth population and the overall community. The incumbent is required to prepare reports, maintain a database of youth served, activities performed, etc, as required by funding sources), maintain case notes, attend sessions or meetings.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

Graduate from college with a Bachelor's Degree in Psychology, Social Work, Counseling, PREFERRED: Human Services, Communications, Education, Criminal Justice or related field; and two (2) years substance abuse counseling experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. PREFERRED: three (3) years experience in Counseling, Social Work or Human Service work.

(In order 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:

Considerable knowledge of theories, principles and practices of counseling services. Ability to effectively communicate with youth, families, employees, supervisors and other departments/organizations. Ability to utilize and learn the Navajo Traditions, and customs while implementing with planned youth services.

Special Requirements:

Valid Driver's License. Must obtain a tribal license upon satisfactory completion of a defensive driver's training course. CPR and First Aid certification preferred. ***THIS POSITION REQUIRES WORKING WITH YOUTH. A Background check and suitability assessment is required prior to employment. APPLICANT WILL BE RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE BACKGROUND CHECKS.***

VETERANS' PREFERENCE APPLIES

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