

### **SUBSTANCE ABUSE HEALTH EDUCATOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty involving the development of educational programs on alcohol and substance abuse prevention; informs the general public of available resources; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

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, communities, schools and government agencies; provides outreach services in conjunction with different resource programs engaged in similar program objectives involving substance abuse prevention.

Disseminates educational materials and information through the media, such as radio, newspaper and public television programs; assists in the design, preparation, testing and evaluation of substance abuse education materials; recommends the use and distribution of materials for training sessions, workshops, conferences and professional presentations.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of developing resource material on substance abuse.  
Knowledge of presentation methods and practices.  
Knowledge of current substance abuse trends.  
Knowledge of computer hardware, software and peripherals.  
Knowledge of Navajo culture and traditions.  
Skill in communicating effectively in both oral and written form.  
Skill in developing substance abuse information for dissemination to the general public.  
Skill in interacting with individuals with differing social, economic, cultural and spiritual background.  
Ability to use computer hardware.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is primarily performed in an office environment with travel to outlying communities to inform and educate on substance abuse prevention.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Behavioral Health, Health Education or closely related field.

#### **PREFERRED QUALIFICATIONS:**

- One (1) year of work experience in substance abuse prevention.
- Proficient in Microsoft Office software or other computer applications.

#### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

#### **Supplemental Requirements:**

Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) Certificate, a First Responder Certificate, and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION

Class Code: 3733  
Community Education and Counseling Series  
Community Health Group  
Overtime Code: Exempt  
Pay Grade: 63

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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.