PREVENTION SPECIALIST

**DEFINITION:** Under general supervision, performs specialized duties of moderate difficulty in developing and implementing a prevention education curriculum; 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:**

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-free activities; develops, conducts, shares and disseminates information on youth alcohol and drug usage, crime involvement and awareness.

Develops and implements memorandum of agreements (MOA) 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; provides service to potential and registered patients utilizing the 12 Core Functions of counseling.

Screens patient to determine level of services that may be needed or required; performs intake activities for patient including financial resources; orients patient to services and collateral services required; conducts an assessment; provides inpatient treatment as necessary; develops treatment plan for patient; performs crisis intervention if determined necessary; provides case management activities; monitors progress through accurate and complete progress notes; attends staff meetings.

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.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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 identifying the causes of substance abuse for the patient.
Skill in developing an appropriate treatment plan for each patient.
Skill in establishing and maintaining effective working relationships.
Skill in developing community/chapter resources for the benefit of the patient.
Skill in interacting with patients in a one-on-one and group situation.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary work in an office environment.
PREVENTION SPECIALIST

MINIMUM QUALIFICATIONS:
- A Bachelor’s degree in Psychology, Social Work, Counseling or a related field; and two (2) years in prevention activities in the human services field including substance abuse counseling experience; or an equivalent combination of education and experience.

Special Requirements:
- A favorable background investigation.
- Possess a valid state driver’s license.

PREFERRED QUALIFICATIONS:
- Two (2) years of experience in providing community education to youth and adults.
- Certified Prevention Specialist or Substance Abuse Educator.

Supplemental Requirements:
Incumbent must obtain a Navajo Nation Vehicle Operator’s Permit, Cardiopulmonary Resuscitation (CPR), First Aid Certification and Food Handler’s Permit within 90 days of date of hire.

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