



JOB DESCRIPTION

JOB TITLE: Specialist, Prevention Services

DATE WRITTEN: April 2021

FUNCTIONAL AREA: Prevention Services

DATE APPROVED: April 16, 2021

REPORTS TO: Program Manager

PREPARED BY: Executive Team

GRADE: Full time – Non -Exempt

SALARY: DOE

JOB SUMMARY:

The Specialist for Prevention Services oversees parent and youth engagement, curriculum, education and community-coalition capacity building to impact substance abuse through a culturally relevant prevention model. He/she is active in raising awareness to prevent high-risk drinking, inappropriate marijuana and prescription drug use, and suicidality as advised by a community coalition. He/she is responsible for the recruitment and implementation of evidence-based curriculums such as *Speak Up Be Safe*, *Gathering of Native Americans*, *Living in Two Worlds*, *Parenting in Two Worlds* through strong facilitation; responsible for collection and protection of data; participation in the program improvement process; completion of required documents and reports. He/she coordinates with partner agencies and engages in activities designed to maintain an optimum level of organizational cultural competency.

MAJOR JOB FUNCTIONS:

- Facilitate, teach and retain participants through in all evidence-based curricula such as *Parenting in Two Worlds* and *Living in Two Worlds* education workshops, *Speak Up Be Safe*, and/or GONA curriculum activities
- Effectively recruit participants for prevention services
- Deliver evidence-based curricula with reliability, integrity, and compassion
- Administer confidential data collection, data collection, and data storage/protection process
- Work closely with the Program Manager for Prevention on scheduling and coordinating workshops including make-up workshops for curricula
- Maintain timely and accurate record keeping and completion of required project reports
- Creation, coordination and implementation of appropriate outreach and other events and presentations
- Collaboration with partner organizations, coalition and community members to increase program effectiveness and awareness
- Implement standard operating procedures for the program, financial and organization
- Maximize operational efficiencies to meet performance goals

ADDITIONAL FUNCTIONS:

- Maintain and comply with agency confidentially requirements
- Participate in scheduled external and internal meetings and trainings

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- Participate in all Center-wide projects, events and fundraisers, and additional workshops, events or special projects as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree; or a combination of relevant work experience (in prevention) and education totaling four years or more
- Excellent facilitator and presenter of curricula
- Ability to develop professional relationships with key community representatives
- Must be a self-starter and work with minimal supervision to complete the job and meet grant deliverable requirements
- Must be able to schedule, identify priorities and meet deadlines
- Ability to motivate and engage the professional, education, social service, and humanities service provider community and youth and community members at large
- Ability to strategize, problem solve and coordinate plan execution
- Ability to multitask numerous coalition responsibilities
- Ability to communicate ideas, findings, recommendations, and outcomes to peers and management
- Knowledge of MS Office software
- Knowledge of American Indian youth and family strengths and stressors within urban communities
- Knowledge of risk and protective factors
- Understanding of American Indian Culture(s)

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal enrollment/Certificate of Indian Blood must be submitted at the time of application.

All staff requirement(s):

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work some evenings and weekends

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To Apply, Submit Current Resume, Cover letter and Supplemental Information:

A complete Application Submission includes:

- Supplemental Information Form (available on the www.phxindcenter.org website on the Employment Application tab)
- Resume
- Cover Letter
- Proof of Tribal Enrollment/Certificate of Indian Blood if claiming tribal preference
- If you are a descend but not enrolled, we encourage you to discuss this in your Cover Letter

Supplemental Information Form can be found at: www.phxindcenter.org on the Employment Application Tab

You can apply three ways:

1. Save the above completed items into a PDF and submit your Application Packet (in PDF only) by emailing to: info@phxindcenter.org
2. Complete your entire application online at www.phxindcenter.org, click on the Employment Application Tab at the top of the page
3. Mailed applications can be sent to:
PHOENIX INDIAN CENTER, INC. - Personnel
4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012