



**JOB TITLE:** Prevention Team Specialist

**DATE WRITTEN:** February 2019

**FUNCTIONAL AREA:** Prevention

**DATE APPROVED:** February 2019

**REPORTS TO:** Program Manager

**PREPARED BY:** Executive Team

**GRADE:** Full time – Non -Exempt

**SALARY:** DOE

**JOB SUMMARY:**

This position implements direct parent and youth engagement, curriculum, education and community-coalition capacity building to impact substance abuse through a culturally relevant prevention model. He/she is raising awareness of the prevention of substance abuse including high-risk drinking, marijuana, prescription drugs, and suicidality as advised by a community coalition. He/she is responsible for the recruitment and engagement of youth and parents in the *Parenting in Two Worlds* and *Living in Two Worlds* curriculum; *Speak Up Be Safe*, *Gathering of Native Americans*, or any Suicide Prevention curriculums implemented; facilitating workshops; participation in data gathering and program assessment; and completion of required documents and reports. He/she coordinates the program with partner agencies. He/she engages in activities designed to maintain an optimum level of agency cultural competency.

**MAJOR JOB FUNCTIONS:**

- Facilitate, teach and retain participants through *Parenting in Two Worlds* and *Living in Two Worlds* education workshops, *Speak Up Be Safe*, and/or *GONA* curriculum activities
- Assurance of the program curriculum delivery with reliability, integrity, and compassion
- Administer confidential data collection, data assessment, and data storage process
- Works closely with Prevention Team Manager on scheduling and coordinating workshops including make-up workshops
- Timely record keeping and completion of required project reports as required
- Creation, coordination and implementation of appropriate events and presentations
- Collaboration with partnering organizations, coalition and community members to increase program effectiveness and awareness
- Works closely with affiliate programs (such as the Urban Indian Coalition of Arizona /UICAZ)
- Implement program, financial and organizational procedures
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals

**ADDITIONAL FUNCTIONS:**

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

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

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree plus two years' relevant experience or any equivalent combination of education and experience
- 2 years of facilitation or classroom experience required
- 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 affiliation must be submitted with resume and supplemental information form.

**Note - All staff requirement:**

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

**SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:**

- A complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-274-7486

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- [www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us
- NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)