JOB TITLE: Prevention Specialist

DATE WRITTEN: August 2021

FUNCTIONAL AREA: Prevention

DATE APPROVED: August 2021

REPORTS TO: Program Manager

PREPARED BY: Program Manager

GRADE: Full time – non Exempt

SALARY: $40,000 - $45,000

POSITION 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 in 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 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
• Maintain and comply with agency confidentially requirements
• Participate in scheduled external and internal meetings and trainings
• 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 Policy, 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
• Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
• PH: 602-264-6768 | FAX: 602-274-7486
• www.phxindcenter.org Click on Contact Us
• NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/