



**JOB TITLE:** Prevention Specialist

**DATE WRITTEN:** February 2024

**FUNCTIONAL AREA:** Prevention

**DATE APPROVED:** February 2024

**REPORTS TO:** Program Manager

**PREPARED BY:** Program Manager

**GRADE:** Full time – non Exempt

**SALARY:** \$40,000 - \$45,000

### **POSITION SUMMARY:**

The Prevention Specialist position requires a passionate individual who is dedicated to serving the needs of the urban American Indian population. This position implements direct parent and youth engagement, curriculum, education, and community-coalition capacity building to impact substance abuse and prevent suicide through a culturally relevant prevention model. They are directly involved in raising awareness of the prevention of substance abuse including high-risk drinking, marijuana, prescription drugs, and suicidality as advised by a community coalition. Specialist is responsible for recruitment and outreach of youth and parents; workshop facilitation; event coordination; community/partner collaboration; and follow-up/retention services. Specialist will communicate effectively with members of their team, leadership team, community partners, and other professionals. Has strong ability to build and maintain positive professional relationships. Specialist will also participate in data gathering, program assessment, and completion of required documents and reports.

### **MAJOR FUNCTIONS:**

- Facilitate, teach and retain participants in evidence-based curriculum (*Parenting in 2 Worlds, Living in 2 Worlds*), community education workshops (*Gathering of Native Americans, Safeguarding Medication, Marijuana 101, Vaping 101*) and/or Suicide Prevention trainings/events, as assigned.
- Assurance of the program curriculum delivery with reliability, integrity, and compassion
- Ability to multi-task, work on several co-occurring events/workshops/trainings, both small and large, in a fast-paced environment.
- Administer confidential data collection, data assessment, and data storage process.
- Works closely with Prevention Program Manager(s) and project mini teams on scheduling and coordinating workshops including make-up classes as needed.
- 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 including the Urban Indian Coalition of Arizona (UICAZ).
- Implement program, financial and organizational procedures.
- Participate in scheduled external and internal meetings and trainings.
- Participate in other Phoenix Indian Center events, fundraisers, and outreach opportunities 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 work independently and within a team to meet grant deliverables.
- 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.
- Must be able to work occasional evenings and weekends.
- Ability to communicate ideas, findings, recommendations, and outcomes to peers and management.
- Knowledge of Microsoft Office 365 applications (Word, Excel, Power Point, Outlook, SharePoint, OneDrive, Teams).
- 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).
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary.

## **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](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
- [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/)