



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: \$41,000 - \$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 about 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. Specialist will have a 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
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4041 North Central Avenue, Building B | 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/