

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE:** Prevention Program Manager

**SALARY RANGE:** \$46,807-74,891/Annually

**DEPARTMENT:** Kewa Family Wellness Center

**POSITION STATUS:** Exempt

**SUPERVISOR:** Kew Family Wellness Director

**JOB POSTING ID:** KFWC-0015

**For best consideration, apply by 09/28/2018**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

Under direct supervision of the Kewa Family Wellness Center Director the Prevention Manager is primary responsible for the day to day coordination and assist in the direction, coordination, improvement and overall operation of the KFWC Prevention Program. Assist Prevention staff with creating, coordinating, implementing and facilitating Alcohol, Tobacco and Other Drugs (ATODA), Suicide, and Mental Health Awareness prevention activities and events for children, adolescents, families, community members and tribal employees. Foster relationships between community organizations, neighboring tribes, and public agencies to provide opportunities for community members.

### **TYPICAL FUNCTIONS:**

- Overall responsibility for Prevention Program operation, staffing and success.
- Assist KFWC Director with oversight of programmatic and administrative operation of the Prevention Program - grants management, budget formulation and staff management
- Monitors all aspects of program operations to ensure adherence to grant and contract requirements.
- Identifies and prioritizes program and community needs related to prevention; establishes agreed upon prevention goals; creates action plans to achieve goals.
- Create and foster positive and collaborative relations with new and existing tribal and non-tribal organizations and agencies
- Responsible for ongoing communication with funding sources i.e. attend grantee meetings, facilitate grant site visits, attend monthly/quarter grant conference calls
- Assist the KFWC Director seeking and researching grant funding opportunities
- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.
- Assists in the development and collection of surveys, data and other program specific information to define problems and issues, identify and contact resources, and to prioritize and implement action plans.
- Maintains professional and technical knowledge by: attending seminars, educational workshops, classes and conferences.

- Coordinate staff schedules, and resources to maximize program efficiency and delivery goals for each grant as required
- Performs other duties as required or assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Santo Domingo Tribe employees must be able to develop a clear understanding of clients' needs and goals while maintaining clear communication with clients' regarding meeting their expectations. Must follow through and respond to clients' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

## **MINIMUM QUALIFICATIONS:**

- Certified Prevention Specialist or Associates Degree in human services, psychology, sociology or a related field, or 3-5 years equivalent work experience in substance abuse, alcohol and/or suicide prevention.
- Must have 1 year supervisory experience
- Excellent data analysis skills, writing and communication skills.
- Ability to work a variable schedule as duties require, including some of the weekends for Prevention Programming
- Experience using Microsoft Office – Word, Excel, and PowerPoint.
- Experience in public speaking and networking.
- Fluency in the Keres language is preferred.
- Must be able to successfully pass a drug/alcohol screen and background investigation.
- Must be willing to sign a confidentiality statement upon hire.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: **Prevention Program Manager Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume