



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: H.S. Intern Prevention Specialist

SALARY: \$10.00/Hr

DEPT: KEWA Family Wellness Center

POSITION STATUS: Part Time Summer, non-exempt

SUPERVISOR: Craig Sandoval, KFWC Mgr.

JOB POSTING ID: KFWC-190416

Open until filled

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

Incumbent in this position is responsible to assist supervisor to plan, develop, implement and coordinate substance abuse prevention activities within the community and local schools. Consults and assists with program staff, existing service providers, agencies, tribal group and other organizations in providing prevention activities.

ESSENTIAL FUNCTIONS

- Provides support to the department within the Kewa Family Wellness Center (KFWC) supervisor. This includes but is not limited to grants management, budget formulation and management, fulfilling grant reporting requirements and billing for grant services, coordinating outreach prevention programs.
- Supports and develops the KFWC Coalition by attending meetings, documenting coalition activities and assisting with recruiting new members.
- Collects, maintains, and reports accurate participant and resource data regularly for: improving service delivery, reducing program costs, and maintaining program compliance in coordination with Grant Funding, Accounting Office, Tribal Program and Government Leadership to foster efficiency and effectiveness in daily operations to promote growth and quality improvement of program service delivery
- Mentors and coaches community members towards increased collaboration, partnership, and mutual investment in the community through coordinated planning, prevention outreach activities, service delivery, and evaluation for the development of best practices
- Adheres and promotes use of all Tribal Accounting, Human Resources, Program Policies and Procedures along with Tribal, Federal, and State statutes as directed by Tribal Government, Tribal Program Administration, Human Resources, and Program Leadership.
- Works to maximize program efficiency and delivery goals for each grant as required.
- Other duties as 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

- **Must be an enrolled High School student in good academic standing.**
- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Tribe goals.
- Tribal Government experience preferred.
- Fluent in the Keres language preferred.
- Must be able to satisfactorily pass a background check.

Department: Kewa Family Wellness Center
Reports to: Craig Sandoval, KFWC Director

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HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Youth Care Worker– [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 (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.