

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Prevention Specialist

SALARY RANGE: \$15-20/HR, DOE

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full-Time Non-Exempt

SUPERVISOR: Briana Lovato, KFWC Director

JOB POSTING ID: KFWC-020303

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 Prevention Program Manager the Prevention Specialist plans, coordinates, implements and facilitates all areas of Mental Health Awareness/Prevention, Suicide Prevention, Alcohol, Tobacco and Other Drugs (ATODA) 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:

- Identifies and prioritizes program and community needs related to prevention; establishes agreed upon prevention goals; creates action plans to achieve goals.
- Create and support suicide prevention, substance misuse prevention/ interventions, Other Drugs (ATOD) prevention and mental health promotion strategies among youth and their families and the role of local traditional healing/helping practices in combination with evidence-based suicide and substance use prevention among youth.
- Develop, plan, implement, organize, and coordinate prevention activities and presentations, including trainings, workshops, conferences, community awareness events and safe and drug-free activities.
- Provides educational and informational awareness to the public and tribal employees on the following: suicide, alcohol, commercial tobacco and/or substance abuse, recovery related topics, prevention of abuse, available services and resources.
- Create and maintain positive and collaborative relations with new and existing tribal and non-tribal organizations and agencies
- 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.

- Contributes to the Team effort and accomplishes related results 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:

- High School Diploma or Associates Degree (Preferred).
- Certified Prevention Specialist (CPS) or Certified Peer Support Worker (CPSW) or must receive certification within 1 year of employment.
- 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 Specialist 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