



BEHAVIORAL HEALTH EDUCATION SPECIALIST

Department / Program: Behavioral Health Services

Reports To: Director

Salary/Hourly Range: 48

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Created: 11/09/2015

INTRODUCTION:

This position is responsible for carrying out the provisions of prevention and education services in the areas of sexual abuse, mental health, substance abuse and other identified topics in prevention to promote and support positive lifestyle choices to residents of villages, communities and schools on the Hopi Reservation.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for ensuring work complies with the BHS Scope of Work to accomplish the established program goals and objectives; prepares statistical activity log, monthly narrative reports on Prevention Education activities, tracking and keep data of all activities for the BHS Annual Report.
2. Strategically plan, coordinate and organize the Hopi Tribal Action Plan (H-TAP); focus groups, community surveys, community presentations, etc., focused on substance abuse prevention. Collect and summarize all data for progress reports and final strategic HTAP and updates document as needed. Ensure community partnership both local and off reservation.
3. Designs, plans, organize and conduct community educational presentations, activities and training on high risk behaviors, alcohol & substance abuse and child abuse prevention to parents, youth, communities, health care providers and schools utilizing cultural or traditional concepts.
4. Collaborates with Community Service Administrators, Hopi Tribal Program Directors villages and schools to identify specific prevention education needs to develop prevention activities; assists these organizations in coordinating prevention activities.
5. Coordinates and/or facilitates educational prevention groups for the BHS Outpatient and After Care program, such as but not limited to: Alcohol & Drug Education, Parenting, Nutrition, Life Skills, conflict resolution, self-esteem, suicide, culture & traditional roles, understanding mental health, etc. Tracks, monitors and documents participant progress; works closely with Substance Abuse Counselor's and therapist to ensure successful completion of client treatment plan.
6. Participates in Health fairs, and plans activities to address monthly recognition events (i.e. Child abuse, Domestic Violence, Depression Screening, Red Ribbon etc.); promotes and advocates for various health careers among youths; acts a chaperone during youth activities on an as needed basis.
7. Participates in Utilization Review meetings and other staff meetings to ensure that clients receive timely and consistent provision of services. Completes all necessary client documentation in adherence with BHS Policies and Procedures for 3rd party billing purposes.
8. Maintains strict client confidentiality.
9. Performs other related duties as assigned by supervisor to achieve the BHS goals and objectives.

PERSONAL CONTACTS:

Contacts are with the Hopi community villages, general public, schools, outside prevention programs and agencies that are working toward mutual goals and providing related services. The purpose of these contacts is to exchange factual information and at times emotionally laden material, to coordinate program prevention activities. Some contact with individuals who are reluctant to cooperate in this exchange or who are experiencing emotional trauma.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Work is performed in a standard office environment and in the community. The incumbent may be exposed to situations involving emotional/physical conflicts requiring the incumbent to use precautionary measures. The incumbent will be required to maintain a flexible work schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Bachelor's Degree in Psychology, Social Work or in Behavioral Health Science field or any other Human Service related field

AND

Experience: Three (3) years work experience facilitating groups for prevention education, mental health, and substance abuse and conducting public behavioral health presentations.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of child development, child abuse, high risk behaviors and Hopi communities and school system.
- Knowledge of socio-economic traditions and culture of the Hopi Tribe.
- Knowledge of behavioral health/social services program and other resources.
- Knowledge regarding mandate reporting of child abuse and referral process for behavioral health services.
- Knowledge of community needs, survey techniques, presentation evaluations coordination of services.

Skills:

- Excellent verbal and written communication skills.
- Excellent public speaking skills.
- Excellent human relations skills.
- Skill in preparation of information/educational brochures materials and conducting public presentations.
- Skill networking with multiple agencies and community organizations and members, public relations.
- Skill in working with populations ranging from pre-school to elderly.
- Skill in working with computer programs (i.e. Microsoft, excel)
- Skill in determining developmental level and unique

Abilities:

- Ability to develop presentations/prevention curriculums to meet the developmental level of specific populations.
- Ability to provide written and verbal reports and evaluations concerning program activities, accomplishments, goals and objectives.
- Ability to maintain strict confidentiality of client information, files etc.
- Ability to maintain a flexible schedule to meet the needs of the position.
- Ability to establish and maintain effective professional working relationships with others.
- Ability to effectively handle stress and meet the demands of the position.

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have a minimum of (5) years' sobriety. Randomly submit to drug & alcohol screenings.
4. Must possess First Aid/CPR or obtain within 6 months of employment.

PREFERRED REQUIREMENT:

1. Speak and understand the Hopi language.