



PREVENTION EDUCATOR

Partners for Success Program
Department of Behavioral Health Services

Reports to: Program Coordinator

Salary / Hourly Range: 44

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Developed: 01/23/2020

INTRODUCTION

This position is responsible for assisting in carrying out the provisions of Partner's For Success State grant goals and objectives in providing prevention and education services to prevent underage drinking and use of marijuana among youths ages 9-20.

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. Assists in the implementation of the goals and objectives; collects participant demographic data for reporting on grant activities; maintains statistical activity log. Maintains strict confidentiality on all sensitive information.
2. Understands and utilizes the Strategic Prevention Framework to assist with the development of village strategic plans; assists with providing community educational presentations on high risk behaviors, protective factors, bullying, conflict resolution, impacts of underage alcohol & substance abuse, self-esteem, and other related health topics to parents, youth, communities, health care providers and school personnel.
3. Collaborates with local, state and federal agencies, local non-profit agencies, Hopi consultants, Tribal programs/departments, and schools to address underage alcohol & substance abuse issues and assists these organizations in coordinating prevention activities. Ensures community partnership both local and off reservation.
4. Participates in Health fairs, and plans activities to provide prevention awareness on issues: alcohol, substance abuse, suicide, bullying, child abuse, domestic violence, depression, substance abuse, etc.); promotes and advocates for various health careers among youths; acts a chaperone during youth activities on an as needed basis. Assists with the implementation of focus groups and/or stakeholder interviews, capturing all data and assisting with reporting and presentation to the general public, villages and other stakeholders.
5. Participates in BHS sponsored activities, attends BHS staff meetings, complies with BHS and Hopi Tribal policies and procedures, provides transportation to/from planned activities, provides emotional support to program participants and makes referrals to appropriate agencies.
6. Provides transportation services as needed for program activities, acts as a chaperone when needed, and effectively communicates with supervisor, parents, guardians and other organizational personnel. When necessary, works weekends and evenings to implement the program prevention activities.
7. Performs other related duties as assigned to achieve Tribal/Program 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

Education: Associates Degree in Psychology, Social Work, Behavioral Health Science or Human Services related field;

AND

Experience: Five (5) year's work experience facilitating groups for prevention education, mental health, and substance abuse and coordinating/conducting public behavioral health presentations;

OR

Equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of high risk behaviors, protective factors, Hopi villages and school systems
- Knowledge of socio-economic conditions, traditions and culture of Hopi
- 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
- Knowledge of risk/protective factors relating to alcohol and substance abuse prevention

- 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)

- Ability to develop presentations/prevention curriculum 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 and work independently
- 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 possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.
7. Must possess First Aid/CPR certification or obtain within six (6) months of employment and maintain throughout employment.

DESIRED QUALIFICATIONS

Speak and understand the Hopi language.