

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-07A**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Senior Certified Prevention Specialist</b>
<b>OPENING DATE:</b>	<b>January 13, 2017</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health &amp; Wellness/Behavioral Health Program</b>
<b>SALARY RANGE:</b>	<b>NE-12; \$35,152 - \$52,728</b>

**Position Summary:**

Under the general supervision of the Behavioral Health Program Manager, the Senior Certified Prevention Specialist develops management plans and programming for the provision of outreach, education, and prevention activities regarding alcohol, drug, and tobacco use, mental health, and gambling issues to schools and the community. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops and carries out program goals, objectives, policies and procedures based on established priorities.
- Develops and implements short term and long range management plans to sustain effective program operations.
- Develops and implements a strategic plan of operation for the effective and efficient delivery of prevention services and activities.
- Develops, organizes and conducts educational activities on prevention of and effects of substance abuse, tobacco use, mental health and gambling issues using various prevention curricula and prevention strategies.
- Provides information on the effects of alcohol, tobacco, and drug use, abuse and addiction through brochures, media campaigns, public service announcements, and health fairs.
- Provides information of available prevention programs and services. Researches other programs and services within area.
- Collaborates with other service providers and local schools to provide classroom education and activities in critical life and social skills, decision-making, refusal skills, media messages analysis, and judgment abilities.
- Develops and provides alternative alcohol, drug, and tobacco free activities including dances/parties, leadership activities, drop-in centers, and community service activities.
- Promotes the establishment or review of alcohol, tobacco, and drug use policies in schools.
- Lends/provides technical assistance to communities to maximize enforcement of policies.
- Recruits community members, teams, coalitions, groups, and young people to participate in community prevention/education efforts.
- Collaborates with other service providers, community leaders, and volunteers in the systemic planning and provision of prevention and treatment services.
- Works with counselors and other service providers to recognize individuals in need of treatment services; makes appropriate referrals to providers or agencies as needed.
- Takes the lead role in the development and implementation of employee assistance programs, student assistance programs, and DUI education programs.
- Evaluates current activities and programming to determine effectiveness and fulfillment of program objectives; offers suggestions/recommendations for alternative strategies to improve community participation, to offer diverse curricula, and to meet community needs.
- Stays abreast of developing/cutting edge areas of prevention strategies and activities. Determines/evaluates relevance to community programs and efforts.
- Maintains required data and information ensuring confidentiality of privileged information.
- Develops required narrative and statistical reports.
- Provides general supervision/oversight, technical and program assistance to assigned staff.
- Communicates to staff program values, goals, objectives, and activities through staff meetings, daily interaction, and/or other appropriate communication methods.

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- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Assists in the development and maintenance of program budget; determines need for budget modifications; recommends program expenditures.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort to accomplish program goals and objectives.
- Performs other duties as required.

### **Minimum Qualifications:**

Bachelor's degree in Addiction Studies, Health Education, Psychology, Sociology, or Recreation required. Five years of prevention work experience required. Two years of supervisory experience in prevention work required. Certified Prevention Specialist or Senior Prevention Specialist credentials or eligibility for certification by reciprocity required. Fluency in the Laguna language preferred.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Senior Prevention Specialist is designated as a High Risk Public Trust (HRT) position.

<b>Type of Background Check</b>	<b>Required</b>
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

### **Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of problem identification and referral process.
- Knowledge of alcohol, tobacco, and other drug abuse and evidenced-based prevention strategies including the six prevention strategies.
- Knowledge of suicide prevention strategies, terminology and concepts.
- Knowledge of experiential prevention education and leadership development.
- Knowledge of substance abuse prevention terminology and concepts.
- Knowledge of and skill in program evaluation processes and procedures.
- Ability to work independently, analyze situations, and adopt appropriate courses of action.
- Ability to work with groups and individuals of various ages and backgrounds.
- Ability to demonstrate excellent oral and written communication skills.
- Ability and skill to develop and present effective group and individual educational programs/activities.
- Ability to interact effectively and professionally with daily contacts.
- Ability to be persuasive and tactful in presenting programming, in recruiting efforts, and in collaborative efforts.
- Ability to prioritize and accomplish tasks within strict guidelines.
- Ability to maintain confidentiality, to demonstrate high moral character, self-responsibility, and accountability.
- Skill in record keeping, report writing, organization and time management.

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- Skill in use of Excel, Access, Outlook, and software unique to program.
- Skill in research processes to stay abreast of new/developing prevention strategies.
- Skill in providing leadership to, supervising, training, and evaluating assigned employees.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLeemployment@lagunapueblo-nsn.gov](mailto:POLeemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES