



Job Announcement

JOB TITLE: Prevention Specialist-3 Positions

LOCATION: 4520 N. Central, Phoenix

GRADE: Full time - Non-Exempt

SALARY: DOE

HOURS OF WORK: Full Time, Monday – Friday, some evenings and weekends

CHAIN OF AUTHORITY: Board of Directors, CEO, Program Manager

CLOSING DATE: Open Until Filled

JOB SUMMARY: Participate in drug and alcohol prevention services for the Phoenix Indian Center and the Urban Indian Coalition of Arizona. Position will have direct youth engagement, education and build a community-coalition, building capacity to impact substance abuse through a culturally relevant prevention model. The individual will specialize in raising awareness regarding underage drinking, inappropriate prescription drug use including opiates and marijuana along with suicidality. Specialist will serve as facilitator of *Living in Two Worlds* and *Parenting in Two Worlds* effective practice curricula and recruit participants. Position will support a youth coalition along with organize meeting agenda and minutes and participate in collecting data for reporting. All efforts will culminate in raising awareness about drug and alcohol prevention issues.

MAJOR FUNCTIONS:

- Support and prepare for Urban Indian Coalition of Arizona monthly meetings
- Facilitate youth coalition meetings including scheduling with school liaisons for school recruitment etc.
- Facilitate learning with youth participants on the use of effective prevention skills and strategies
- Assure participants obtain parental consent for appropriate participation as necessary
- Collect survey instruments and handle all data in confidential and prescribed manner
- Track participant data for reporting
- Support ongoing capacity building of the overall UICAZ coalition and Phoenix Indian Center prevention efforts
- Assist with all local data collection and assessment processes
- Assist in all marketing and recruitment efforts
- Serve as lead facilitator for prevention curricula delivery with youth and adults
- Attend trainings as requested
- Process program paperwork in accordance with agency/program deadlines and prepare and submit monthly reports.
- Other duties as assigned

SUPERVISORY REPSONSIBILITIES:

No supervision required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with 3 years related work experience in case management or combination of equivalent education and experience
- Ability to develop professional relationships with key community representatives
- Ability to motivate and engage professional, community members and youth
- Ability to present in front of groups of individuals with expertise
- Ability to strategize, problem solve and coordinate successful execution of strategic plans
- Excellent verbal and written communication skills
- Knowledge or sensitive to American Indian issues including youth and family strengths and stressors, tradition and culture and prevention and resilience
- Proficient in Microsoft office suite

PREFERENCE: In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

Note - All staff requirement(s):

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

PHOENIX INDIAN CENTER, INC. – Personnel
4520 North Central Avenue, Suite 250
Phoenix, Arizona 85012
602-264-6768 Ext 2103
602-274-7486 (Fax)
www.phxindcenter.org Click on Contact Us