

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Alcohol, Tobacco and Other Drug Abuse (ATODA)
Prevention Specialist

CLASSIFICATION: Exempt

DEPARTMENT: Behavioral Health Services

SUPERVISOR: BHS Program Director

GRADE: E2

Position Summary:

Plans, develops and coordinates ATODA prevention activities under the Behavioral Health Services Division/State Prevention Grant and any other funding sources. Facilitates the Experiential Education Program within the Five Sandoval Indian Pueblo communities, targeting the development of both Community Prevention Teams and Youth Prevention Programs. Collaborates with existing service provider schools, tribal groups, agencies and other organizations. Works closely with the contracted Program Evaluator to gather and organize information and data.

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

Essential Duties & Responsibilities:

- Provides culturally relevant and age appropriate alcohol, tobacco and other drug abuse prevention activities, according to the requirements of the funding agency and using the six CSAP prevention strategies.
- Develops and maintains a working relationship with each Pueblo's tribal staff to implement activities which accomplish program objectives.
- Collaborates with other Five Sandoval Indian Pueblo departments to provide training on prevention and pertinent topics to parents and other groups.
- Recruits community participants for the community prevention teams and young people for the prevention/education groups.
- Assists in writing proposals as necessary to obtain support for new and/or existing grants.
- Collaborates with neighboring school districts and other local programs to fulfill prevention program objectives.
- Develops and ATODA prevention plan and redevelops a new scope of work yearly based on the changing needs of the communities.

- Advises and recommends to Behavioral Health Services Director solutions to problems encountered with program objectives.
- Submits all information and required data for monthly and quarterly reports.
- Attends meetings required by Five Sandoval Indian Pueblos Behavioral Health Services and funding sources on a regular basis.
- Coordinates staff responsibilities and duties at health fairs and other local prevention activities.
- Works with counselors and other service providers to recognize individuals who are in need of treatment services and makes appropriate referrals to providers or agencies as needed.
- Must abide by the Confidentiality Act.
- Adheres to Five Sandoval Indian Pueblos, Inc. Personnel Policies and Procedures.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent and obtain Certification as a Prevention Specialist- training will be provided.

Experience using Microsoft Office – Word, Excel, and PowerPoint.

Experience in public speaking and networking.

Excellent communication skills with the ability to work with groups and individuals of various ages and backgrounds required.

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 and must have own Transportation liability insurance requirements and maintain eligibility for insurance.

Behavioral Health Programs Director

Date: _____

Human Resource Director

Date: _____

Executive Director

Date: _____