



Hopland Band of Pomo Indians Job Description

Position: Prevention Specialist - Native Connections (100% grant funded position - SAMHSA)
Reports to: Health and Social Services Director
Pay Scale: \$19 to \$22.57, hourly
Hours per week: 40 hours per week

POSITION SUMMARY: Under the direction of the Project Coordinator provides education, resources, and support to individuals who might be at risk for poor health and wellness outcomes related to substance abuse and/or suicide.

ESSENTIAL FUNCTIONS:

- implement prevention programs and/or curricula in the community. This may include direct instruction on the dangers of underage substance use and misuse, as well as setting up opportunities for youth to have positive interactions with each other and the community.
- provide education and programming for parents and families, particularly those who are at risk for poor health outcomes, to help improve communication and connection
- increase awareness of public health issues such as substance use/misuse and suicide at community and professional settings (health fairs, organization events, etc.). This may include developing and share presentations for groups, such as families with children of a certain age, or for programs or agencies (hospitals or schools).
- offer peer counseling, information, education, and other resources to support at-risk populations and improve health outcomes
- act as a support system to those struggling with mental health, substance misuse/abuse or other challenges. Simply having a compassionate person to listen and understand can often make all the difference.
- lead prevention education on risk reduction strategies
- engage the community in prevention, intervention, and treatment
- network and coordinate comprehensive care with prevention and social service agencies
- attend ongoing training to stay up to date on the latest tools and techniques in your field
- maintain accurate and complete documentation and files

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience - minimum of a high school diploma or equivalent required; minimum of 1 years of experience in a similar work environment; or an equivalent combination of education and experience.

Knowledge and Skills - Knowledge of standard office procedures, rules, and regulations. Knowledge of and ability to access World Wide Web. Basic office computer skills. Good oral and written communication skills. Ability to work through interruptions inherent in a fast-paced work environment, with interruptions of community members/professionals calling or dropping in that effect workflow.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



Hoplend Band of Pomo Indians Job Description

Independence - Work under general supervision; assignments are given in terms of project area concerned, with specific objectives and possible problems identified by program coordinator(s).

Complexity - Ability to establish priorities for assigned tasks. Conflicting priorities are resolved by supervisor working with program coordinator(s). Organizational skills sufficient to accomplish work by established deadlines. Ability to coordinate phases of work with others.

Decision-Making/Analytical Skills - Some ingenuity and initiative required to collect information, coordinate activities with others, and resolve routine and/or factual problems.

Licenses and Certifications: Must have or obtain an approved certificate in prevention within first three months of hire; valid and current California Class C Driver's License; and be insurable under Tribe's insurance.

Other – Proficient in Microsoft Office: Word, Excel, Power Point, Publisher, and Outlook.

Supervision - May supervise youth/volunteer workers on occasion.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment. Employee is regularly required to sit, stand, walk, and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment –The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level is typical for an office work environment.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in most instances, an extensive background security check.

To Apply: Mail your completed application and resume to:

Hoplend Band of Pomo Indians
3000 Shanel Rd
Hoplend, CA 95449