



## Hopland Band of Pomo Indians

### Job Description

### IN-HOUSE JOB OPENING

**APPLICATION DEADLINE TO APPLY: August 8, 2025**

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<b>Position:</b>	Substance Abuse Prevention Specialist (F/T, 100% Grant funded position)
<b>Reports to:</b>	Community Health Manager
<b>Rate of Pay:</b>	Wage Range \$25.00 to \$30.00 per hour (DOE)
<b>Hours per week:</b>	40 hours per week

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**POSITION SUMMARY:** Under the direction of the Human Services Manager this position will provide substance use prevention education, crisis intervention, and aid individuals and families requiring assistance dealing with substance misuse/abuse. Will be responsible for facilitating prevention group education, individual sessions, outreach, presentations, workshops and distribution of materials that align with programmatic goals and objectives. Will also be responsible for identifying treatment needs and providing information and linkages to an appropriate level of care. This position requires flexibility, time management skills, cultural competency, and must work well under pressure.

#### ESSENTIAL FUNCTIONS:

1. Conducts outreach activities that reach youth and adults to ensure maximum participation from the community.
2. Acts as a community advocate and liaison for programs including DV, ICW, Transitional Housing, Tobacco, etc.
3. Assists program participants to maintain compliance with their service plans.
4. Conducts assessments with an understanding of biopsychosocial and spiritual approaches.
5. Makes referrals to other support services as needed.
6. Formulates service plans using knowledge of motivational interviewing and treatment techniques.
7. Conducts individual and group sessions.
8. Conduct substance use prevention information sessions for family members to assist family in dealing with and providing support for program participants.
9. Monitors progress toward service plan goals to evaluate success and adapts services as needed.
10. Promotes prevention of drug and alcohol abuse and culturally appropriate coping strategies.
11. Prepares reports and histories for programs, grants and case management purposes.
12. Prepares for presentation in court and accompanies program participant to court as needed.
13. Conducts activities to promote prevention of substance misuse/abuse.
14. Document all program activities as required and submit program reports and records according to established procedures and deadlines.
15. Attend training, seminars, workshops, and classes related to substance use and prevention.
16. Attend staff meetings and trainings and ensure required certifications are maintained and active.
17. Maintain confidentiality of client information.
18. Other duties as assigned.

*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 supervisor/director.*

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.

## **REQUIREMENTS/QUALIFICATIONS**

Education and Experience: High school diploma or equivalent. Current enrollment in State Approved AOD Certification program and 1 year experience providing individual and group prevention education. Associate's degree or equivalent in coursework from an accredited college or university in Human Service, Mental Health, Counseling, AOD, Psychology, Social Work, or related field; and two (2) years of experience providing professional substance abuse counseling treatment services; or a combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job is highly desired.

Licenses and Certifications: Valid California Class C Drivers License and be insurable under Tribe's insurance; Current CPR and First Aid Certification; Mandated Reporter Certificate; Drug and Alcohol Counseling Certificate from accredited college or university – highly desirable.

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; ability to always maintain strict confidentiality; actively involved in the community and knowledge of tribal culture and customs.

Other Qualifications – Experience in case management and treatment summary reporting; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook; experience in community organizing; planning and facilitating meetings.

Language Skills – Should have excellent writing, oral and interpersonal communication skills, and an intuitive listener; including conflict resolution and crisis intervention; ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs; ability to write routine reports and correspondence; speak effectively in one-on-one, small group situations, and public speaking situations.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment 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 with community members, health professionals, employees, and others. Is regularly required to sit, stand, walk, and move through all areas; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. 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.

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 an extensive background security check.



Approved by Tribal Council: 8/1/25

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