



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Youth Prevention Specialist

DEPARTMENT: Health

DIVISION: Behavioral Care

SUPERVISOR: Prevention Coordinator

STATUS: Full-time, Non-Exempt, Hourly

TERM: 4 years or more based on grant funding

PAY: \$10.00 hr. (DOE)

DATE APPROVED: July 21, 2017

OPENS: July 21, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Complies with funding requirements and program goals to support tribal youth and young adults in developing skills, knowledge and abilities to prevent suicide and substance abuse, works closely with youth to assist in the completion of prevention programs and activities, creates and maintains effective relationships with youth, parents, teachers, school officials and other partner agency staff.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Provides prevention programming for Native American youth and their families, under the direction of the Prevention Coordinator.
2. Youth Nights: Plans and carries-out activities that intellectually stimulate social and leadership development of Native American youth and encourages positive youth participation.
3. Family Engagement/Community Nights: Plans and carries-out activities that involve families and community members in prevention activities and encourages positive participation.
4. Provides one on one mentoring to youth who are identified as moderate to high risk.
5. Participates in staff trainings.
6. Performs community outreach and maintains an updated community resource directory.
7. Prepares required activity reports and participates in program evaluation activities as assigned including programmatic and fiscal reports as required by funding sources.
8. Inputs data and maintains PITU and/or contractually required information database systems to track client information (includes entering client data, assisting and/or preparing periodic reports).
9. Works as an active member of departmental team.
10. Requires frequent travel to fulfill job responsibilities.

GENERAL REQUIREMENTS

- Must have a valid driver's license and be insurable.
- Must be able to pass a drug and alcohol screening.
- Must be able to pass a background investigation.

- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher.
- Knowledge of Native American history and an understanding of the diversity of the local American Indian/Alaskan Native community a must.
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to manage your own schedule and be able to keep up in a fast paced environment with many simultaneous projects.
- Knowledge of federal and state financial regulations, and financial policies and procedures.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications is essential in performing this job.
- Must be able to maintain complete confidentiality.
- Must be dependable.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to write clearly and informatively.
- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Must have excellent interpersonal, and verbal and written communication skills.
- Knowledge of the Native American community is helpful.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.