



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: March 16, 2018

OPENS: April 2, 2018

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 and contributes in all areas of planning, developing and presentation of youth and family/community nights and events.
10. Requires frequent travel to fulfill job responsibilities.
11. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess a valid Utah Driver License and provide proof.
- Must be insurable through tribe's insurance.
- Must pass a fingerprint and criminal background check.
- Must pass a pre-employment alcohol/drug screening.

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 establish and maintain effective working relationships with all levels of the organization and community.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- 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 Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.