

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
POSITION DESCRIPTION  
2017 #3**

**POSITION:** Prevention Specialist

**DEPARTMENT:** Northern Cheyenne Recovery Center (NCRC)

**ACCOUNTABLE TO:** Manager of NCRC

**CLASSIFICATION:** Regular Full-time, covered, non-exempt

**SALARY: \$14-\$16**

**OPENING DATE: August 25 2017**

**CLOSING DATE: September 8 2017**

**How to Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, College **transcripts**, Valid Montana Driver's License, copies of certifications (if claiming Indian Preference), a Tribal I.D. and (if claiming Veteran Preference) a DD214 to the Northern Cheyenne Tribe, Attention: Human Resources Office, P.O. Box 128, Little Wolf Capital Building, Lame Deer, Montana 59043

**SUMMARY OF WORK:**

The Prevention Specialist will provide the daily management of the Partnership for Success grant activities to address the misuse/abuse of prescription drugs (ages 12-25) and prevention of underage drinking (ages 12-20) in youth. The Prevention Specialist will collaborate with area schools, local and government organizations, the Montana's Partnership for Success by identifying a strategic and prevention plan for data, community engagement, and policy development on environmental or community change, media advocacy and enforcement.

**JOB CHARACTERISTICS:**

**Nature of Work:** The Prevention Specialist is responsible for planning, organizing and presenting misuse/abuse of prescription drugs and prevention of underage drinking to various community organizations. Will represent NCRC professionally.

**Personal Contacts:** Daily contacts with individual, families, community members and school officials, local and government organizations and the Montana's Partnership for Success collaborations. Daily contacts will be with staff of the NCRC.

**Supervisor:** Receives direction and general supervision from the Manager of Northern Cheyenne Recovery.

(Revised 5/8/17)

**Essential Functions:** This position requires the ability to follow the Strategic Prevention Framework in identifying/updating population needs, resources, and readiness to address the problems and gaps in service delivery, mobilize and/or build capacity to address needs, develop a comprehensive strategic plan, implement evidence-based environmental prevention programs and infrastructure development activities, monitor process, evaluate effectiveness, sustain effective programs/activities and improve or replace those that fail. Document on AccuCare.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

This position is under the supervision of NCRC and as such will be present in the regular Monday morning staff meetings when he/she will present a summary of their previous week and the work they have performed in meeting the goals and objectives of the grant.

- Identify service needs, develop appropriate prevention education and evaluate program effectiveness.
- The ability to read, analyze, create, and interpret written information.
- Ability to effectively communicate on Microsoft Outlook, verbally and in writing.
- Collaborates and networks with local schools, communities, youth detention center and provides outreach to do public presentations.
- Manages all functions and services related to educating area youth about the misuse/abuse of prescription drugs and prevention of underage drinking.
- Train area youth to acquire knowledge and skills in dealing with the dangers of addiction from drugs to their mind, body and spiritual well being.
- Must be able to provide an educational curriculum related to prescription drugs and diversion.
- Data collection to identify needed capacity building and planning to address misuse/abuse of prescription drugs and prevention of underage drinking in youth.
- Participate in TA, training and evaluation on data collection with PFS grant.
- Use AccuCare system to document on “scheduler” itinerary of activities scheduled.
- Use AccuCare system to document group presentations.
- May also be scheduled by the Manager to make spur of the moment presentations at community events.
- Follow the Northern Cheyenne Personnel Policy and Procedures, all of NCT policies and procedures, and follow chain of command.
- Follow directive by Manager on working on other items as assigned.

### **JOB REQUIREMENTS:**

**Knowledge:** Must know latest information on prescription drug abuse, underage drinking, and addiction education.

**Skills:** Must be computer literate; skilled in Microsoft power-point, and publisher for development of presentations, posters, and brochures.

(Revised 5/8/17)

**Abilities:** Must have experience as a public speaker. Ability to work independently. Ability to interpret and create data; ensure timeline reporting requirements are met. **Must** have an understanding of the NC culture and values of the community.

**EDUCATION AND EXPERIENCE:**

Associates Degree is preferred or a combination of college coursework and work experience will be considered. If selected, must agree to remain alcohol and drug free while employed for NCRC.