



JOB DESCRIPTION

SENSITIVE

Job Title: Prevention Coach – Methamphetamine Program
Dept./Division: Health Division/Sewa Uusim Program
Unit: Sewa Uusim-Methamphetamine Youth Program
Job Family/Class: Programs Series
Supervised By: Systems Of Care Manager
Employee Type: Hourly
Pay Grade: 15

NATURE OF WORK:

The Prevention Coach – Methamphetamine Program will focus on education and support for youth and families affected by Methamphetamine abuse. The incumbent is responsible for conducting youth and community education programs on Methamphetamine abuse, this includes creating flyers, posters and social media outreach. This position will work closely with the Sewa Uusim staff to ensure that services are provided from a variety of resources and programs.

ESSENTIAL FUNCTIONS:

- Assist Sewa Uusim staff in assuring that community members and youth that are working within the Systems of Care duties may include: prioritizing and assigning work, ensure youth are trained, ensuring that youth follow policies and procedures and maintain a healthy and safe working environment.
- Work closely with the Project Staff and Resource Coordinators to provide support and education to the community on the collaborative approach in the Methamphetamine Prevention Program.
- Assist coordinators in providing support services including: educational, community groups and resources focus on the program, working directly with youth and families to promote awareness and prevention efforts.
- Assist in implementing prevention activities including but not limited to: workshops, flyers, youth groups and social media.
- Act as a resource to promote youth life skills and helps the youth and family members address life issues that may result of methamphetamine abuse by a family member.
- Transport community members, youth and families to various Methamphetamine prevention activities, events and services.
- Report activity and event outcomes to Sewa Uusim Project Director and Centered Spirit Manager.
- Perform other duties of a similar nature or level.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations;
- Outreach strategies;

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- Community and tribal resources;
- Applicable theories and principles related to youth and family behavioral health, such as a wraparound service model and Systems of Care Principals;
- Applicable theories and principles related to youth and family behavioral health, such as Community Reinforcement Approach/Assertive Continuing Care treatment model and Early Intervention Techniques;
- Behavioral Health policies and procedures;
- English language, grammar, and punctuation;
- Behavioral Health Life Skills Training models;
- HIPAA and confidentiality requirements in a Behavioral Health setting;
- Yaqui culture, customs, resources and traditions and a willingness to learn.

Skills in & Ability to:

- Manage and execute multiple tasks;
- Exercise judgment and discretion;
- Prioritize and assign work;
- Operate a variety of office equipment, including a computer and related software applications;
- Maintain files and records;
- Work independently and within teams;
- Develop and prepare a variety of correspondence, reports, articles, documents and forms;
- Community organizing;
- Motivate others by providing positive encouragement;
- Group planning and facilitation;
- Public speaking;
- Provide support to families in the program;
- Work on a multi-disciplinary team of providers at all levels of training and experience within and outside of the community;
- Active listening;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions

TRAINING AND EXPERIENCE:

Associate Degree in Social Work, Psychology, Education or related field plus two (2) years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Bilingual English/Spanish preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License;
- CDL strongly desired.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.

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- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test.
- Funding and sensitivity of position will determine fingerprinting requirement.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

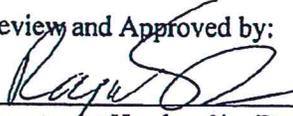
Positions in this class typically require: finger dexterity, feeling, talking, hearing, stooping, walking, lifting, seeing, repetitive motions and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This position will require the incumbent to work non-traditional hours, nights and weekends.

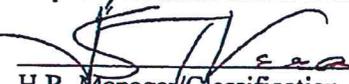
This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



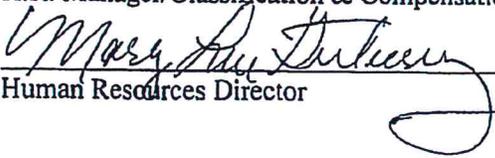
Department Head and/or Designee

8/27/15
Date



H.R. Manager/Classification & Compensation

8/26/15
Date



Human Resources Director

8/26/15
Date