



**PREVENTION EDUCATOR
CIRCLES OF CARE PROGRAM
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

**REPORTS TO: PROGRAM COORDINATOR
SALARY/HOURLY RANGE: 44
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for assisting in carrying out the provisions of Behavioral Health – Circles of Care grant goals and objectives in the planning of a supportive network system focusing on mental health and wellness for youth up to age 25.

Contacts are with the Hopi community villages, general public, schools, outside prevention programs and agencies that are working toward mutual goals and providing related services. The purpose of these contacts is to exchange factual information and at times emotionally laden material, to plan future prevention activities.

Work is performed in a standard office environment and in the community. The incumbent may be exposed to situations involving emotional/physical conflicts requiring the incumbent to use precautionary measures. The incumbent will be required to maintain a flexible work schedule. Travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Assists in the implementation of the goals and objectives; collects participant demographic data for reporting on grant activities; maintains statistical activity log. Maintains strict confidentiality on all sensitive information. Assists in the development of aggregating data for the development of reporting to the funding agency and community members/stakeholders.
- 2) Understands and utilizes the Strategic Prevention Framework to assist with the development of village needs assessments, strategic planning to develop Circles of Care network system for youth up to age 25, coordinates community presentations on the Circles of Care project goals & objectives, including various best practice methods and how to incorporate Hopilavayi, culture, and history into this project.
- 3) Assists Program Coordinator in the development of policies to govern the Community Advisory Groups (CAG) on how they will function; recruits members to participate in the Community Advisory Group, coordinates CAG meetings; gathers all existing data, surveys, questionnaires, and reports on children, youth and presents to the CAG members to help them understand current adolescent needs for program development. Assists the CAG in understanding the data and reports, coordinates and monitors CAG work sessions, takes CAG minutes and develops progress reports.
- 4) Assists in the development Develops appropriate questionnaires, surveys, focus groups and implements, aggregates the data to obtain information on how parents, families and communities balance both Hopi and westernized expectations, roles and responsibilities, including ways to restore lost cultural practices, etiquette and kuptsi.
- 5) Collaborates with local, state and federal agencies, local non-profit agencies, Hopi consultants, Tribal programs/departments, and schools to assist in the development of this project, assist in bridging the gaps between child-service agencies to identify gaps in services and communication, assists in the planning and development of policies to enhance formal partnerships between services agencies/departments who provide services to the project target population. Ensures community partnership both local and off reservation.
- 6) Collaborates with schools, child/adolescent service providers, villages, CAG members, and colleges to identify gaps in services, in collaboration with the CAG members identify appropriate cultural teachings, roles & responsibilities, and Hopilavayi to determine how to incorporate these teachings into the COC network system. Assists the CAG in understanding the impacts of colonization and the indoctrination of western rules to the Hopi way of life, including the impacts of current negative & positive social issues.

- 7) Participates in grant webinars, virtual meetings, including BHS sponsored activities, BHS staff meetings, complies with BHS and Hopi Tribal policies and procedures, provides transportation to/from planned activities and when necessary works weekends and evenings to implement program prevention activities.
- 8) Performs other related duties as assigned to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Psychology, Social Work, Behavioral Health Science or Human Services related field; AND

Experience: Five (5) years work experience facilitating groups for prevention education, mental health, and substance abuse and coordinating/conducting public behavioral health presentations;
OR

Equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of high risk behaviors, protective factors, Hopi villages and school systems
- Knowledge of socio-economic conditions, traditions and culture of Hopi
- Knowledge of behavioral health/social services program and other resources
- Knowledge regarding mandate reporting of child abuse and referral process for behavioral health services
- Knowledge of community needs, survey techniques, presentation evaluations coordination of services
- Excellent verbal and written communication skills
- Excellent public speaking skills & human relations skills
- Skill in preparation of information/educational brochures materials and conducting public presentations
- Skill networking with multiple agencies and community organizations and members, public relations
- Skill in working with populations ranging from pre-school to elderly
- Skill in working with computer programs (i.e. Microsoft, excel), aggregating data & reporting writing
- Ability to develop presentations/prevention curriculum to meet the developmental level of specific populations
- Ability to provide written and verbal reports and evaluations concerning program activities, accomplishments, goals and objectives
- Ability to maintain strict confidentiality of client information, files, etc.
- Ability to maintain a flexible schedule to meet the needs of the position and work independently
- Ability to establish and maintain effective professional working relationships with others
- Ability to effectively handle stress and meet the demands of the position

NECESSARY REQUIREMENTS

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Must possess First Aid/CPR certification or obtain within six (6) months of employment and maintain throughout employment.

DESIRED REQUIREMENT

Speak and understand the Hopi language to translate Hopi to English and vice-versa.