



POSITION DESCRIPTION

Position Title	Alcohol and Drug Prevention Education Program (ADPEP) Coordinator
Department	Behavioral Health
Reports To	Alcohol and Drug Prevention Program Manager

Job Grade	E	Schedule: Full Time
Effective Date	March 2019	Benefits: Benefitted

Position Summary

The ADPEP Coordinator will develop and implement a comprehensive prevention plan of action for the CTUIR community. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Responsible for collaborating and communicating effectively with other prevention programs at Yellowhawk and CTUIR departments, as well as county and state partner agencies.

Responsible for the development of a comprehensive prevention plan for the CTUIR community.

Responsible for leading, co-facilitating, and organizing prevention activities within the community, including Sons and Daughters of Tradition, Native STAND, GONA, BAAD, Project Venture, Conscious Discipline, New Beginnings, etc.

Requires managing prevention activities ranging from 10-500 participants occasionally and requires management of the New Beginnings Coalition, meeting and events.

Collaborates with schools and other Yellowhawk Prevention programs to support High School, Middle School, Elementary School, and Family Gatherings; as well as other prevention activities.

Assures that all Prevention activities integrate evidence-based and/or Tribal Best Practice Prevention approaches.

Attends and actively participates in relevant meeting for groups such as: BAAD Committee, K'usiinmi Tawtnukt Committee, CTUIR Language Program, Conscious Discipline Internal Group, Behavioral Health Coalition, etc.

Deliver presentations for other groups as well: Nixyaawii School Behavioral Health classes, Health Commission, CTUIR Youth Council, Community Forum, CTUIR General Council, etc.

Actively update community on programming via media: advertisements, radio shows, Facebook page, etc.

OHA HPCDP compliance: evaluation and grantee reporting, deliverables, training and technical assistance needs, webinars, cohort support calls, Regional Support Network (RSN) calls, eLearning, and budget. Manages budget and fiscal resources.

Works with regional and state agencies to collect, analyze, and interpret local data to address community conditions.

Active collaboration with the TPEP, SPF PFS, Family Strengths, Native Connections, Yellowhawk Mental Health, Yellowhawk Chemical Dependency Program, and Circles of Hope Youth Suicide Prevention Program.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of the 6 CSAP Prevention Strategies, the Strategic Prevention Framework model, and the National Academies of Medicine Continuum of Care.

Must have excellent communication skills to provide prevention education presentations to diverse groups specific to the needs of the CTUIR.

Ability to understand correlation of appropriate programming, within child developmental stages.

Ability to identify and obtain resources necessary for intervention and prevention and the ability to refer high-risk individuals to appropriate programs for assessment and treatment.

Actively develop skills and knowledge of trauma-informed approaches.

Requires the ability to be physically active in training, camp, and conference settings as well as the ability to promptly implement a brief activity or program update at a given opportunity, as necessary.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping, lifting, and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions: Work is performed in a normal office environment, as well as a variety of school, outdoor, and other community settings. Occasional exposure to communicable diseases and other conditions associated with a clinic environment. Occasional exposure to agitated clients or patients.

Other Aspects of the Position:

Requires frequent weekend and/or evening work.

May require travel for training, youth camps and/or conferences, and meetings.

Minimum Qualifications:

High School Diploma or GED.

MHACCBO certification as a Certified Prevention Specialist (CPS) or must possess this within three (3) months of employment.

A Letter of Verification proving a minimum of two (2) years sobriety for those who are recovering from chemical dependency.

Food Handler's Card and CPS/First Aid certifications or must possess this within one (1) month of employment.

Must demonstrate understanding and practice of self-care.

Represents Yellowhawk with a respected and viable presence in the community. Provides positive role-modeling of an alcohol and drug free lifestyle. (Including social media)

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check and a pre-employment drug and alcohol screening.

Preferred Qualifications:

Two (2) years of college experience in the Social Service or Child Development fields preferred.

Motivational Interviewing (MI) training and Intervention Skills training, preferred.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date