



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Substance Abuse Wellness Community Prevention Coordinator
DEPARTMENT: Hualapai Health-Education and Wellness Department
CLASSIFICATION: Full-Time/Permanent
SALARY: Negotiable
OPENING DATE: October 13, 2016
CLOSING DATE: October 31, 2016

Job Summary:

The Primary responsibility will be to provide direction, leadership and general oversight for the Substance Community Prevention Program. Facilitates training in community planning and community change strategies which will lead to community planning meetings focused on substance abuse/wellness for individual, families, community to identify service gaps and assess and prioritize substance abuse/wellness treatment needs based on the community's perceptions which will eventually developed into a Hualapai Tribal Action plan/Community Based Wellness Action Plan/BH Program Plan to be approved community wide. The Substance Abuse Community Prevention Coordinator will report to the Program Manager/Designee of the Behavioral Health of the Health Education Wellness Department.

Essential Duties and Responsibilities:

- Facilitates planning, implementing and providing support for the Community Substance Abuse/Wellness Prevention Plan/BH Program Plan.
- Collaborate with existing coalitions and community groups to discuss collaboration activities in the development of program plans and goals that will address Substance Abuse/Wellness.
- Schedule open meetings among the coalitions and interested community members to discuss collaboration activities.
- Learn about substance abuse interventions and their successes in an Indian community through a literature review and by networking with other Tribes.
- Assist with recruiting additional members to the coalition's collaboration efforts.
- Complete a local needs assessment. Substance Abuse Tribal Action Plan (5 Year) Update yearly. To be approved by the Hualapai Tribal Council. Assists with Community Based Wellness Action Plan/BH Program Plan.
- Gather and compile information (data system) on Substance Abuse/Wellness/Intervention activities that identifies achievements in individual, family and community wellness goals.
- Coordinate set-up and facilitate community planning meetings.
- Compile information obtained for community's review.
- Coordinate meetings with evaluation consultant/s as scheduled.
- Implement, in coordination with Tribal Departments, Community and HEW staff a community wellness prevention intervention strategy that has proven to be a best practice with the ideal outcome to Be-Individuals, family, community skilled in wellness coaching as demonstrated by children being ready for daycare/headstart demonstrated by being able to

read at entrance, 90-100% graduating from High School and all those that can work with three marketable skills.

- Share evaluation information gathered with consultant staff, coalitions, community and Hualapai Tribal Council.

SKILLS REQUIRED:

- Masters in Psychology, Social Work, Marriage & Family Counseling.
- Licensed Independent Substance Abuse Counselor (LISAC) or Licensed Professional Counselor (LPC or Licensed Clinical Social Worker (LCSW) in the state of Arizona/able to obtain within one year of employment.
- Ability to diagnose as found in the DDM-5 and ICD-10-CM coding manual.
- Strong written and oral communication skills required.
- Experience in community based health promotion programs and/or lifestyle interventions, working in Native Americans and/or small rural communities preferred
- Demonstrated experience in community planning preferred.
- Experience or education with alcohol/behavioral health/youth projects.
- Demonstrated experience in program planning, budgeting and evaluation.
- Strong strategic and visionary skills.
- Knowledge in cultural diversity especially as related to concepts of health, health behavior and social determinants of health.
- Excellent written and verbal skills.
- Ability to collaborate and consult with community members and employees at all levels.
- Experience in performance evaluation.
- Must possess a valid driver's license and be able to pass an MVR screening
- Experience in team building and experiential learning highly desired
- Must be computer literate and have knowledge of computer programs
- Must comply with background and drug and alcohol testing requirements.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities