

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Prevention Specialist
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: Behavioral Health Services Director
GRADE: E3

Position Summary:

Plans, develops, and coordinates Alcohol, Tobacco, and Other Drug Abuse (ATODA) prevention activities under the Behavioral Health Department, State Prevention Grant, and other funding sources. Facilitates experiential education programming within the Five Sandoval Indian Pueblo communities, supporting both Community Prevention Teams and Youth Prevention Programs. Collaborates with schools, tribal departments, service providers, agencies, and community partners. Works in partnership with the Program Evaluator to gather, track, and report data for grant compliance and outcomes.

This list of duties and responsibilities is illustrative only and is not intended to be all-inclusive.

Essential Duties & Responsibilities:

- Implements culturally relevant, age-appropriate alcohol, tobacco, and other drug prevention activities grounded in the Center for Substance Abuse Prevention (CSAP) Six Prevention Strategies and aligned with funding agency requirements.
- Develops and maintains strong working relationships with tribal staff from each Pueblo to support prevention objectives and program activities.
- Facilitates experiential education strategies to strengthen youth engagement, leadership, resiliency, and prevention awareness.
- Collaborates with other Five Sandoval Indian Pueblos, Inc. departments to provide prevention education and training to youth, parents, and community members.
- Recruits participants Community Prevention Teams and youth-focused programming.
- Assists in developing grant proposals to secure funding for new and continuing initiatives.
- Works with neighboring school districts and community programs to advance prevention goals and expand reach.
- Develops an annual ATODA Prevention Plan and revises the scope of work based on evolving community needs and grant priorities.

- Identifies challenges or barriers during program implementation and makes recommendations to the Behavioral Health Services Program Director.
- Submits required data, documentation, and narrative reports on a monthly and quarterly basis.
- Attends required trainings, meetings, and collaborative sessions hosted by Five Sandoval Indian Pueblos Behavioral Health Services and funding entities.
- Coordinates prevention representation, outreach efforts, and staffing for health fairs, community events, and relevant activities.
- Works with collaboratively with Therapists, Case Management, and other service providers to identify individuals in need of treatment and make appropriate referrals.
- Maintains compliance with all confidentiality requirements and cultural protocols.
- Adheres to Five Sandoval Indian Pueblos, Inc. Personnel Policies and Procedures.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Must obtain Prevention Specialist Certification within six (6) months of hire (training provided).
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Effective communication, presentation, and public speaking skills.
- Ability to work effectively with diverse ages, backgrounds, and community groups.
- Must pass a pre-employment drug/alcohol screening and background check.
- Must sign a confidentiality statement upon hire.
- Valid New Mexico driver's license, reliable vehicle, and proof of liability insurance required.

PREFERRED QUALIFICATIONS:

- Associate or bachelor's degree in public health, Social Work, Human Services, Education, Psychology, or a related field.
- Certified Prevention Specialist (CPS) or higher-level credential (CPS-II, CPS Supervisor).
- Experience working with Tribal communities, Pueblo communities, or Native American organizations.
- Experience implementing prevention programming using the Six CSAP Prevention Strategies.
- Knowledge of ATODA prevention models, experiential education, and youth development frameworks.
- Experience with grant-funded programs, data collection, and reporting requirements.
- Familiarity with New Mexico behavioral health systems, local schools, and community resources.
- Experience facilitating youth groups, community training, or workshops.

- Strong documentation, organizational, and time-management skills.
- Ability to speak or understand a Pueblo language or another Native language (preferred but not required).
- CPR/First Aid/AED certification or willingness to obtain within 60 days of hire.

Behavioral Health Services Director Date

Human Resources Manager Date

Executive Director Date