**Youth Prevention Worker**

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| *Program:* | **Family Services** |  | *Salary:* |  **$36,720 – 49,458** |
| *Supervisor:* | **Family Services Director** |  | *Salary Range:* |  **4** |
| *FLSA Status:* | [ ]  Exempt [x]  Non-Exempt  |  | *Position Type:* |  Regular Full-Time |

TIHP Board Approved: 3/04/2022

**POSITION DESCRIPTION**

Under the direct supervision of the Prevention Supervisor, the Youth prevention worker will be responsible for planning and implementing activities which promote the positive development of youth in alignment with the goals of the Toiyabe Family Services Program. The Youth Prevention worker will assist in providing a variety of youth-focused family and community prevention programs for families and youth. Programs may include cultural, educational and recreational activities, substance abuse prevention and unwanted pregnancy prevention.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Develops a culturally appropriate youth leadership program.
* Schedules activities, facilitates and volunteers as required.
* Supervises and leads activities for the youth.
* Prepares monthly plan for youth activities.
* Ensures that a variety of cultural, recreational and other programs are planned and implemented.
* Supervises and leads activities for the youth, including overseeing prevention grant deliverables and reports.
* Serve as an advocate and liaison for the Family Services Department attending all pertinent meetings.
* Creates and maintains accurate, organized and complete project files to include all documents required to sustain internal, local, state and federal regulatory compliance.
* Represents TIHP in a professional manner upholding all principles of confidentiality adhering to all ethical behavior standards; and, modeling and setting TIHPS’s business culture and values.
* Conducts presentations on projects and related topics.
* Coordinates with program staff to gather and manage data for accountability and to measure the performance of program services.
* Implements Program-Specific strategic goals and objectives, review implementation of plans, project activities, and expected outcomes.
* Attends meeting/seminars for improving the Department performance, by relaying information back to TIHP and working on the development and implantation of new and innovate services.
* Acts as a vehicle for public relations in informing the communities of services and goals of the Program.
* Performs other duties as deemed necessary for the Department success.

**REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

* High School Diploma/or GED, AA preferred with coursework in Behavioral Health, Human Services or related field and/or demonstrated experience working with youth, families and adults in a recreational setting or a combination of education and experience.
* Basic computer skills in Microsoft Office

* Must exhibit excellent negotiation, mediation, team building and decision-making skills.
* Must be available to work nights and weekends if needed.
* Must work well and communicate effectively with youth, parents and the community.
* Must possess written and verbal communication skills including composing and editing.
* Must possess good listening skills
* Pre-employment physical, drug screen and the required fingerprint clearance process.
* Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
* Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

* Bi-Lingual/Spanish Speaking

**ALL TIHP EMPLOYEES ARE EXPECTED TO:**

* Provide the highest possible level of service to clients.
* Promote teamwork and cooperative effort among employees.
* Abide by all immunization and infection control policies.
* Maintain safe practices.
* Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

**EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE**: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

* + Security of Private Health Information
	+ Standards of Electronic Transactions
	+ Privacy of individually identifiable health information
	+ Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP’s vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: Date:

Supervisor Signature: Date:

HR Representative Signature: Date:

***This acknowledgment will be placed in the employee’s personnel file and copy given to employee.***