

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Youth Prevention Coordinator    **Report To:** ASA Program Manager  
**Department:** ASA Program    **Job Vacancy:** YAN-24-021  
**Status:** Full-Time; Non-Exempt    **Starting Wage:** DOE  
**Opening Date:** 2/12/2024    **Closing Date:** 2/22/2024

### **POSITION DESCRIPTION:**

The Tribal Youth Prevention Coordinator will provide assistance to the Yavapai-Apache Nations Tribal Youth with Substance Abuse Issues, will work closely with students, families and community in providing day to day coordination and direction of the cultural and recreational programming for the youth of the Yavapai-Apache Nation. The Youth Prevention Coordinator will be responsible for supervising and assisting with activities related to substance abuse prevention, education, recreation and cultural arts and activities.

### **QUALIFICATIONS:**

- Candidate must have a High School Diploma or GED
- Must be able to work varied hours or weekends when necessary to accomplish department goals.
- Completion of training in Evidence Base Prevention Programs, best practice for prevention once employed.
- Must pass a full background check as required by the Indian Child Protection and Family Violence Prevention Act.
- If recovering must have three (3) years continuous sobriety and maintain sobriety as a condition of employment
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- To provide prevention services to the Yavapai-Apache Nation Community Youth.
- Assist with the coordination of after school drug prevention programs.
- Ability to lead prevention groups for the youth.
- Develops and maintains positive working relationships with youth participants, families, teachers, staff and community.
- Assists with the scheduling of meetings and fieldtrips.
- Recruits and maintains a roster of community members, elders, and traditional advisors for the provision of culturally appropriate activities.
- Works with the ASA Manager and staff to plan, organize and coordinate program activities.
- Attends and participates as a team member in staff meetings, seminars and training sessions.

- Coordinates with Yavapai-Apache Nation Departments to provide prevention and cultural activities for youth and families.
- Ability to complete reports to fulfill grant requirements.
- Transport youth and families to prevention activities.
- All other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**