



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

SUBSTANCE USE PREVENTION SPECIALIST

Position Description

Opens: November 10, 2020 Closes: November 18, 2020			
Department:	Human Services	Reports to (title):	SUD/New Moon Program Director
Job Code:	N-10	Job Location:	Bois Forte Human Services Nett Lake and Vermilion, MN
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	07/27/2020

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Substance Use Prevention Specialist works in the Nett Lake and Vermilion communities to promote Chemical Health and Wellness concepts and practices for youth and families by providing program design, development and implementation of community wellness programs.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Coordinates services through community planning and health information to include community assessment planning.
2. Implements and evaluates project services such as facilitation of focus groups, patient interviews, identification of patient knowledge, attitudes, behaviors and beliefs regarding health issues; administers and coordinates projects and activities to meet the program goals.
3. Assists in raising awareness of the importance of undertaking population-based initiatives that support and complement prevention, health and wellness promotion that will address the problems facing the community.
4. Implements community surveys and other information gathering methods.
5. Appears in court with juveniles who are charged with drug/alcohol related offenses; refers youth to counseling when needed.
6. Maintains confidential records and case histories on each client being served, ensuring they are accurate, organized and comply with DHS rules and HIPAA guidelines.
7. Orders materials for prevention activities and inventories materials throughout the school year.
8. Prepares and submits monthly and all other required reports.

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9. Works with and develops strong affiliation practice with different agencies such as: school, court, probation department, police department, social services, health, etc.
10. Reviews goals and objectives with the SUD/New Moon Program Director on a monthly basis.
11. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One year of related work experience
 - If chemically dependent, must be able to show documented of a minimum of one (1) year of sobriety
- Education:
- Associate's Degree or Associate of Applied Science Degree in Human Services or other related field
 - Demonstrated ability or related work experience may be substituted for education
- License/Certification:
- Fulfill current Minnesota requirements for teaching about chemical abuse and drug education by becoming certified as a Prevention Specialist within one (1) year of hire
 - Valid MN Driver's License or obtainable within three (3) months of hire, reliable transportation and valid insurance
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Excellent communication skills, both verbal and written, with the ability to effectively communicate with the public, visitors and other delegates.
 - Excellent customer service skills.
 - Ability to multi- task.
 - Ability to assist clients in an effort to problem-solve to help achieve a positive result.
 - Ability to track referrals and client numbers.
 - Knowledge of social welfare and social services delivery system and local provider network.
 - Knowledge of the socio-cultural factors that both enhance and adversely affect the mental health of American Indian populations.
 - Ability to establish rapport with youth groups.
 - Knowledge of prevention services.
 - Knowledge, or the ability to become knowledgeable, of confidentiality laws related to Bois Forte.
 - Knowledge and experience of filing month reports, typing and ordering supplies and materials.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
 - Ability to perform other duties as assigned.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

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- Associate's Degree or Associate of Applied Science Degree in Human Services or other related field

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail,

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and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.