



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 082-19

OPENING DATE: 05/02/2019

CLOSING DATE: 05/16/2019

POSTED: IN & OUT

POSITION: Experiential Educator
PAY GRADE: NE9 (\$16.90/ph to \$19.86/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health-Behavioral Health
REPORTS TO: Prevention Coordinator
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Assists in the coordination and implementation of the Project Venture program that seeks to prevent substance abuse and related problems through outdoor experiential activities, adventure camps and trips, and community-oriented service learning.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Works closely with the Prevention Coordinator to collect and organize program documentation and evidence based data.
- Participates in ATODA prevention activities and events.
- Provides experiential activities on alcohol, tobacco, and other drug abuse prevention issues.
- Collaborates with existing service providers, schools, tribal groups, and programs.
- Implements culturally relevant in-school based prevention activities such as experiential education, challenge activities, and service leadership.
- Provides ropes course and challenge course maintenance and facilitation.
- Plans and implements adventure programs, including hiking, camping, and rafting trips.
- Supervises youth participants through the enforcement of safety procedures, providing guidance, re-direction and discipline when necessary.
- Supports and recommends healthy lifestyles and choices of the youth participants.
- Assists Prevention Coordinator in community mobilization strategies; refers participants to Prevention Coordinator when necessary.

- Maintains and updates data system using the Program Information Management System (PIMS).
- Drives tribal vehicles and program participants to scheduled activities.
- Promotes and provides safety in all scheduled activities.
- Attends required meetings and trainings.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor’s Degree in Education, Recreation, Psychology or Sociology or related field.
- One year of work experience in youth programs, mental health, social work or psychology field.
- State of New Mexico Licensed Alcohol and Drug Abuse Counselor (LADAC) preferred.
- CPR/First Aid Certification.
- Must be able to pass a TB screening.
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
- Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
- Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
- Knowledge of outdoor experiential education.
- Knowledge and understanding of the Isleta Pueblo culture, tradition and values.
- Skill in working with children, adolescents and families.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to plan, implement, and evaluate individual patient care programs.
- Ability to maintain confidentiality.
- Ability with ropes, course maintenance and facilitation.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- Talk, hear sit, stand, crouch, jump, climb, run, and walk; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment and outdoor environment.
- Exposure to wind, rain, snow and other outdoor weather conditions.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect self and client.
- Noise level is usually moderate.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.