



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 184-20**

**OPENING DATE: 12/16/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Experiential Educator I  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Behavioral Health Manager  
**BACKGROUND LEVEL:** Child/Elder

**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:**

- 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.
- CPR/First Aid Certification.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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