



**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**

VACANCY ANNOUNCEMENT

POSTING NO: 123166-26

OPENING DATE: 02/10/2026

CLOSING DATE: 05/11/2026

POSTED: IN/OUT

POSITION: Prevention Coordinator
PAY GRADE: E6 (\$28.94/hr. - \$40.51/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Behavioral Health Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Develops, plans and implements evidence-based prevention programs related to substance abuse, suicide and mental health; organizes community prevention activities and presentations consistent with Isleta culture and traditions.

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:

- Coordinates the planning, evaluation and implementation of prevention programs.
- Promotes prevention programming by serving as a liaison between B'eeh K'oo-ee Wellness Center and the schools, parents, service providers, community action team and state and local project evaluators.
- Organizes community prevention activities and presentations, being sensitive to the culture, language, and traditions of Isleta Pueblo.
- Assists in evaluations of B'eeh K'oo-ee Wellness Center support and prevention programs to ensure effectiveness.
- Maintains communication with staff evaluators, school principals, school counselors, other support staff, and parents on a regular basis on program related activities.
- Purchases needed prevention services, equipment and training.

- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences. Prepares and manages annual project budgets.
- Develops programming curriculum for Isleta Youth Wellness Program (IYWP).
- Provides reports to the Isleta Health Center Health Educator for data collection and community outreach goals.
- Collaborates with POI programs to increase community engagement and promote wellness among the youth population.
- Work collaboratively with partner organizations and key stakeholders involved in youth prevention programming to provide opportunities for youth leadership development, and engage students in activities that will support positive youth development and increase healthy relationships.
- Conducts outreach to recruit participants for IYWP.
- Contribute to program development, grant application content, and grant reporting to ensure the continuation of programs and services.
- Tracks and documents program sessions with sign in sheets, detailed notes, photos, & any other means deemed appropriate.
- Maintains & expands effective collaborative relationships with schools, organizations, etc. and serves as liaison between youth program staff and B'eeh K'oo-ee management staff.
- Monitors program activities; reviews, prepares and submits program reports; to any funding agencies supporting this program
- Maintains a positive work environment and sets an example of conduct and professionalism for interns, apprentices and other CSU/VMP staff.
- At the direction of management, onboard, supervise, coach, and evaluate program staff including the establishment and maintenance of a performance management process.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: Supervises and assists Experiential Educator(s); provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff. Responsible for time keeping and scheduling for experiential educators.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Social Work, Psychology or Clinical Psychology or related field.
- 3 years' of work experience in youth programs, mental health, social work or psychology field.
- One year in lead or supervisory experience and project management experience.
- CPR/First Aid Certification.
- Must be able to pass a TB screening.
- State of New Mexico Licensed Alcohol and Drug Abuse Counselor (LADAC) preferred.
- 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 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 design and write promotional materials, maintain confidentiality, work independently and meet strict time lines, communicate efficiently and effectively both verbally and in writing and to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint) and social media.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS:

- Work involves a significant amount of sitting.
- Work involves talking, and hearing.
- Work involves using hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting and carrying items up to 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.
- Tight time constraints and multiple demands are common.
- 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.
- Travel may be required.

PREFERENCE:

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