



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Prevention Work Specialist – Family Services - (1 - FT) Grant Funded

Pay Grade: NE10 Hiring Range - \$18.97 – \$27.55 - Commensurate with Verified Qualifications

Status: Non-Exempt/Bi-weekly pay

Background Check: Extensive

Indian Preference is applicable in accordance with Ordinance #15-600-02

SUMMARY: Provide substance misuse prevention services to youth, families, and Tribal community members of the LRBOI. The Prevention Specialist will be responsible for implementation of researched-based, culturally appropriate strategies and programs primarily in the community and school districts within the nine-county service area as needed and fulfilling indirect services as they pertain to the prevention goals and objectives of the Department. This position has the authority to represent the Be Da Bin Behavioral Health Department and to promote its mission of outreach and engagement to those who are at risk for suicide and substance misuse including our youth and right up to our elder population at community events, meetings, and trainings. This position does require travel within the nine-county service area. Some evening and weekend hours will be required.

EMPLOYMENT QUALIFICATIONS: MINIMUM NECESSARY QUALIFICATIONS -

A qualified candidate offers:

- Two (2) or more years' experience in a substance misuse, mental health, working with youth at risk or health/behavioral healthcare setting; and
- Certification through Michigan Certification Board for Addiction Professionals (MCBAP) or UMICAD or agree to a Development Plan through MCBAP to be completed in a 2-year time frame; and
- Experience in grant administration process – **Preferred**; and
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool; and
- Must successfully pass a pre-employment physical, drug/alcohol screen, fingerprinting and background investigation.
- Current valid Driver's License with the ability to be insured under the Tribe's insurance policy.

DUTIES AND RESPONSIBILITIES:

1. Provides evidence based and culturally appropriate substance misuse prevention education curriculum to targeted population in structured settings.
2. Engage with school districts and colleges in the identification and development of community prevention activities in a manner consistent with the cultural context of a multi-tribal community.
3. Develop and implement program activities and work on development distribution of outreach materials.
4. Recruit and support individuals with substance misuse issues to take part in the program activities, including community awareness programs, trainings, and local evaluations.
5. Develop, maintain, update, and promote the LRBOI Tribal Action Plan for substance misuse.
6. Consistent work towards becoming a Certified Prevention Specialist (CPS).
7. Coordinate awareness campaigns related to substance misuse, prevention strategies and deliver community
8. Develop monthly awareness/educational articles for the tribal monthly paper/newsletter.
9. Performs grant administration tasks as directed and/or needed.
10. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
11. Utilize Tribal or personal vehicle to drive from location to location as required in support of the program.

presentations and training.

12. Collaborate with internal departments who have a shared interest in the programming.
13. Promote public awareness by distributing literature, speaking to community groups, and participating in community events related to the effects of substance misuse and prevention strategies.
14. Keep records of all contacts in outreach counties including program participants, agencies, speaking engagements, etc.
15. Knowledge of client service practices and techniques.
16. Ability and willingness to work in a team environment; be willing to share ideas and be open to other's ideas; be flexible & willing to compromise.
17. Generate monthly narrative and statistical reports, submitting to supervisor in a timely fashion.
18. Maintains confidentiality in all aspects of work.
19. All other position related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

PHYSICAL DEMANDS:

Essential job duties may require occasional lifting, pushing, and pulling up to 50 pounds. The ability to occasionally stoop, kneel, crouch, and utilize reaching, handling, fingering, and feeling movements is required. The ability to hear normal conversational discussion and near and far visual clarity is required. The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.

WORKING ENVIRONMENT:

Work is performed in a climate-controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings and trainings.

Application Instructions:

Obtain an application form (on-line fillable) on the Tribe's website www.lrboi-nsn.gov under - "Employment" heading and to request a copy of the position description or by contacting Human Resources at: **LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660**
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov . ATTN: HR

To apply: please submit **completed LRBOI application, cover letter, resume, and a copy of Tribal ID front/back (if applicable); to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a probationary introductory period.

For further information, please contact the LRBOI HR Department.

Posted: 04-03-2025

Remove: Until Filled