



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Title: Prevention and Education Specialist

Salary: \$17.69 - \$23.94 per hour – Non-Exempt, DOE

Status: Permanent, Full-Time

Hrs./WK: Forty (40)

Department: Wellness

Job Location: Tucson, Arizona

Nature of Work:

Incumbent is responsible for coordinating services with the goal to provide experience, strength, and hope to individuals, their families, and significant others regarding suicide prevention. Key tasks are outreach, engagement, system navigation, case management and referral. Incumbent is also responsible to increasing community awareness of suicide and suicide prevention through education, media and community events.

Essential Functions:

1. Assist clients in identifying needed resources and supports; developing a plan for accessing resources and support.
2. Provide case management to connect clients and others to housing, health care and mental health community resources.
3. Establish a case plan for each client and their family.
4. Refer clients to appropriate services to meet social determinants, such as transportation, health insurance, economic assistance, education, job training, employment and food security.
5. Document all case management encounters in client's electronic health record.
6. Maintain active working relationships with relevant tribal and non-tribal agencies and programs for referral and care coordination purposes.
7. Maintain client confidentiality.
8. Participate in specialized suicide and suicide prevention training upon employment and continued training to build skills.
9. Participate in the Community Coordinated Response (CCR) Consortium across jurisdiction and sectors in Tucson.
10. Obtain and/or design education materials useful for individual client education and/or community education.
11. Conduct/coordinate small discussion groups, such as talking circles and/or sweat lodges, for interested clients.
12. Plan and deliver group education sessions on-site and in various community settings with focus on those topics identified in the contract scope of work.



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13. Educate staff from other organizations about TIC services and how to refer clients.
14. Participate in planning and evaluation of Wellness Department activities.
15. Participate in staff development opportunities based on continuing education and technical training needs.
16. Prepare required reports in an accurate and timely manner.
17. Performs other tasks as assigned.

Required Knowledge, Skill and Ability:

1. Ability to evaluate clients' health and social situations and to guide them towards feasible solutions, including support counseling and accessing community resources.
2. Knowledge of the effects of crisis on a client's health, social and emotional functioning, and the ability to deliver services in a manner that is sensitive and tolerant to these needs.
3. Skill in case management and in establishing and maintaining control over case plans, timetable, priorities and agendas.
4. Possess considerable knowledge of the problems and needs of urban Native Americans.
5. Working knowledge of community resources and the ability to establish and maintain working relationships with other organizations.
6. Knowledge and skill applying applicable rules, regulations, policies, and contract provisions.
7. Possess awareness of and respect for the diversity of Native cultures and tradition
8. Ability to communicate effectively, both orally and in writing
9. Ability to work with confidential and sensitive documents in a professional manner
10. Ability to maintain high standards of client confidentiality

Required Experience and Training

1. Bachelor's Degree in health, human services or business fields, such as public health, social work, education, or business:
OR
2. Associates Degree in the human services or business fields, or Community Health Representative, and a minimum of three (3) years of experience in the human services or business fields:
OR
3. A minimum combination of six (6) years of work experience in the human services or business fields, with experience and knowledge of case management standards.



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Additional Requirements:

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

- Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements.
- Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position.
- Unpredictable environmental conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

Supervisory Status:

Non-supervisory
Reports to Wellness Grants & Services Manager

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Additional consideration is also given to honorably discharged veterans and protected veterans.

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*
**All discharges besides dishonorable may receive protected veteran status.*