



Klamath Tribal Health & Family Services

3949 South 6th Street

Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

EXEMPT X
NON-EXEMPT

**OPEN: 04/05/24
UNTIL FILLED**

POSITION DESCRIPTION

POSITION: PREVENTION SUPERVISOR

RESPONSIBLE TO: Behavioral Health Manager

SALARY: Step Range: 25 (\$57,927) – 44 (\$101,574); Full

CLASSIFICATION: Benefits Professional, Regular, Full-Time

LOCATION: Klamath Tribal Health & Family Services
Youth and Family Guidance Center
Klamath Falls, Oregon

BACKGROUND: P.L. 101-630 Level

POSITION OBJECTIVES

The primary responsibility of the Prevention Supervisor is to identify substance abuse and behavioral health risk factors within our tribal community and develop prevention strategies that combine best practice, tribal based practice, and are trauma informed. The Prevention Supervisor consistently monitors the needs of the community through community based processes, community inclusion and presence, as well as data driven efforts.

This position is responsible for developing and overseeing efforts that motivate and empower the community to reduce risk factors and promote protective factors. This position will be directly responsible for overseeing the implementation of all identified prevention grants.

MAJOR DUTIES AND RESPONSIBILITIES

1. Work closely with Prevention Coordinators to coordinate and implement prevention strategies including information dissemination, education, environmental strategies, identification and referral, and community based processes. Prevention Supervisor will directly oversee all prevention messaging and ensure it meets the fidelity of prevention standards.
2. Directly Supervisor Prevention Coordinators in all aspects including on-the-job training, professional development in the area of prevention certification standards, delegation of workloads, adherence to personnel policies and procedures, enhanced leadership skills and probationary and annual evaluation.
3. Manage grant budgets and adhere to service contracts, including the implementation of grant objectives and carrying out grant deliverables.
4. Develop prevention implementation plans that are data driven. Including identification of strategies to address and mitigate risk factors, including but not limited to culturally specific interventions and practices.
5. Work collaboratively with school administrators and identified leaders to develop clear processes for identification and referral of youth.
6. Consistent enhancement and implementation of alternative activities that are culturally based, provide increased awareness, promote protective factors, and are accessible to the service population.
7. Ensure that accurate records are electronically maintained for all prevention activities including but not limited to: unique attendees, age, gender, tribal affiliation, activity demographics and other necessary requirements per grant reporting needs.
8. Submit a monthly report detailing quantitative and qualitative measures of performance for all prevention based activity.
9. Build working relationships with the Oregon 9-Tribes Prevention Coordinators, State and Federal tribal liaisons, and community partners to further align the prevention efforts.
10. Host and document weekly Prevention Team staffing's to ensure timely coordination of events, activities, training needs, and department function.
11. Be an active member of the YFGC Operation Team assisting with further development and growth of the behavioral health program.

12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Prevention Supervisor works under the supervision of the Behavioral Health Manager. The employee works independently, resolves problems on the basis of past precedent; exercises judgment interpreting guidelines and applicability; and ensures deadlines are met. The employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures. The incumbent will oversee and directly supervise the work of the Prevention Coordinators. At the discretion of the Behavioral Health Director, work will be assigned and delegated as needed.

KNOWLEDGE, SKILLS, ABILITIES

- **Strong interpersonal skills**
 - Ability to work effectively with peers, individuals and groups
 - Ability to work effectively as a team member
 - Ability to work with Native American populations; knowledge of the Klamath Tribes' culture is preferred
 - A general understanding of cultural differences and have a strong appreciation of and respect for other cultures
 - Empathetic manner to deal with clients who may have multiple needs
 - Ability to display a non-judgmental attitude
 - Ability to establish and maintain cooperative working relationships with those contacted during the course of work

- **Strong organizational skills**
 - Ability to establish priorities, manage time and adhere to deadlines
 - Ability to be punctual to appointments, meetings, and group/individual therapy sessions
 - Ability to perform administrative tasks related to client documentation

- **Strong communications skills**
 - Ability to communicate clearly and concisely in an oral format
 - Ability to communicate clearly and concisely in a written format

- The ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and to prepare simple reports
- Ability to apply principles learned to new situations
- Ability to learn and teach new skills
- Ability to conduct public presentations
- **Strict confidentiality**
 - Ability to maintain strict confidentiality of medical records and adhere to the standards for health recordkeeping, HIPAA and the Federal Drug & Alcohol Confidentiality Law.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. ***(Must submit copy of diploma or transcripts with application.)***
- **REQUIRED** to possess an Associate's Degree in Counseling/Social Work; **OR** in lieu of degree, a minimum of three (3) years working directly with at risk populations. ***(Must submit copy of degree or transcripts or proof of experience with application.)***
- **REQUIRED** to have two (2) years of experience in direct supervision of employees, or volunteers.
- **REQUIRED** to possess a Certified Prevention Specialist (CPS) Certification, or be able to obtain within six (6) months of hire. ***(Must submit copy of certification with application.)***
- **REQUIRED** to obtain and maintain an Oregon Food Handlers Permit within 90 days of hire, ***(program may assist with application fee)***, must obtain the permit **prior** to any food preparation.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire; probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to have experience in program development.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, **(out of state applicants must receive ODL within 90 days of hire)**, have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. ***(Must submit copy of driver license with application.)***
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience working with Native Americans in mental health/chemical dependency dual diagnosis program is preferred.
- Previous experience with prevention programs is preferred.

Indian Preference:

Indian and Tribal Preference will apply, as per policy. ***(Must submit tribal documentation with application to qualify for Indian Preference)***.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603
jobs@klamathtribalhealth.org

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for “Indian Preference”.**

Applications will not be returned.

Employee Signature

Date

Supervisor Signature

Date