

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Prevention Specialist**

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EXEMPT: Yes	JOB CODE: 3-SS T4
TARGET SALARY: \$20.70 to \$23.00/DOQ	SHIFT: Full Time Flex Schedule
PROGRAM: Clinic	LOCATION: Wellness Center
REPORTS TO: Behavioral Health & Wellness Manager	

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**SUMMARY:** The primary purpose of this position is to implement prevention activities, awareness, and education. This position is located at the Wellness Center, Sophie Trettevick Indian Health Center (STIHC).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Develop evidence based prevention program featuring activities for individuals and groups.

Research, evaluate and recommend classes based on evaluated community needs and requested areas of prevention focus.

Facilitate culturally appropriate, research-based prevention activities for children, teens, and adults, to promote physical, mental, emotional, and spiritual wellness and reduce the risk of drug abuse. Assist staff including Makah Recovery Services, Mental Health, and physical medicine with planning and carrying out such activities. Collaborate with other STIHC and Tribal departments on such programming as needed.

Prepare a formal class activity plan that includes arranging for supplies, meals, transportation, publicity, parental permission for youth, verifying liability coverage, presenter contracts, and set-up and break-down of approved prevention events.

Collaborate with other Tribal departments, schools, local community artisans, elders, and outside entities to identify new prevention activity opportunities.

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Schedule meetings, arrange meeting locations, including set up and break down.

Develop and distribute a monthly calendar of community-based mental health promotion and substance use prevention activities.

Maintain accurate records of programs and projects (such as program sign-in sheets and completed participant pre/post-test evaluations) and provide monthly status reports.

Prepare reports and submit to the reporting platform for assigned projects.

Participate in regularly schedule meetings and other required meetings.

Supervise and coordinate volunteers, temporary employees, or approved personal service contractors in conjunction with the approved classes and events.

Job duties involves evenings, weekends and regular office hours through a non standard work week schedule.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises volunteers, seasonal/part-time variables, and contractors. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

BA preferred.

Familiarity with the Makah community and cultural traditions preferred.

### **CONTINUING EDUCATION:**

Improve the quality and scope of patient services rendered by general and specific continuing education, including reading of culturally relevant materials and attendance at local educational programs and longer periods of full time training targeting specific culturally relevant training opportunities.

### **LANGUAGE SKILLS**

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Ability to read and understand business documents and educational materials written for the general public. Excellent spoken and written communication skills. Ability to write articles and brochures for the general public. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patients, general public.

### **MATHEMATICAL SKILLS**

Good basic math skills (addition, subtraction, multiplication, division, fractions, percentages.) Ability to create and calculate a budget. Ability to create and understand simple graphs and charts (such as bar graphs and pie charts).

### **REASONING ABILITY**

Ability to read, analyze, and interpret health information written for the general public as well as general business periodicals, technical procedures, and governmental regulations. Ability to organize information and prioritize tasks, with guidance from supervisor.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid Washington state Driver's license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued must be provided upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have BLS card or be able to obtain it within first 90 days of hire.

### **OTHER SKILLS AND ABILITIES**

Must have knowledge of Native American culture and communities, cultural principles, practices, and procedures and able to apply this towards a diverse patient population in the community in order to support Wellness through culture.

Must enjoy working with youth and family

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Excellent oral and written communication skills

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Comfortable with a team work environment. Must be able to work collaboratively and independently.

Good working knowledge of computer software including: word processing; spreadsheets; database; presentation software; social media; and telecommunication software and equipment.

Highly organized, able to work effectively under pressure and within tight time constraints, juggle multiple projects simultaneously, and produce quality work while meeting deadlines.

Good attention to detail, accuracy and thoroughness in work.

Willingness and ability to learn new skills quickly.

Ability to handle stress and adapt to changes.

Creative thinker, meets challenges with resourcefulness.

Experience with activities planning preferred.

Experience with public health and prevention preferred.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles, rubella, and COVID-19. Must provide documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

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**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment. COVID-19 is exempt from this consideration.

### **PHYSICAL DEMANDS**

Work requires walking, standing, sitting for long periods. Ability to participate in easy to moderate hikes of several miles is preferred. Able to carry supplies to/from activity locations. Able to set up and break down chairs and tables. Able to reach above head as needed, such as to hang decorations or put items away in storage. Occasionally lift and move boxes or other objects up to 75 lbs. Assist patients who need help with standing/sitting. Travel to local and out of town trainings as needed.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position 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 position 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 PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**

**OPEN: January 11, 2023**  
**CLOSE: January 25, 2023**

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Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com

**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 required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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