



Mescalero Prevention Program

P.O Box 227 Mescalero NM 88340
Office location: 148 Cotton Wood Drive Room 209
Office phone: 464-4516, 464-3196 Fax 464-1678
mescprevpg@matisp.net

POSITION TITLE: Program Assistant-Youth

OPEN DATE: January 13th, 2025

CLOSING DATE: January 24th, 2025

Position is for duration of Grant

DEPARTMENT: Mescalero Prevention Program

Our Indian Health Service Prevention Grant

SALARY GRADE: NE5

HOURS: 40 FLEXIBLE HOURS –MUST BE ABLE TO WORK FLEXIBLE SCHEDULING. THIS INCLUDES HOLIDAYS AND WEEKEND/EVENING HOURS AS NEEDED.

POSITION SUMMARY

Position requires community engagement for Prevention activities for a variety of events. Will assist in recruitment and retain youth for the project in order to design prevention materials, Foster School relationships, Facilitate Youth Prevention educations, identify strategies to use media including social media to get the message out about prevention. Work with staff to ensure the success of the grant goals and objective. A High energy position.

DUTIES AND RESPONSIBILITIES:

- Recruit and work with Middle and High school Mescalero students in Mescalero, Ruidoso, and Tularosa
- Establish working relationships with all Middle and High School administrative counseling, social work and school nurses at Tularosa, Ruidoso and Mescalero Middle and High schools.
- Work with the Grant Coordinator to recruit and retain members for the grant
- Meet regularly (weekly) with Mescalero Youth Group
 - Design and carry out youth project to meet grant scope of work
- Work to build rapport with youth
- Work with Program Coordinator to collect data for the needs, strength based and community readiness assessment process.
- Collect evaluation data at the local level and for the federal cross site evaluation as needed
- Multi-task oriented
- Coordinate Youth oriented activities
- Manage time and project timelines
- Must have a clear understanding of Computer operations
- Work with a variety of people/public speaking will be required
- Attend Trainings, may require travel
- Performs a variety of clerical duties to maintain grant
- Must maintain confidentiality
- Willing to obtain a Certified Prevention Specialist Certification
- Must pass Drug Test
- Pass Background check



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Minimal Qualifications

- High School Diploma or GED
- Work experience With Youth 2 years is not required but highly valuable
- Prior grant work and knowledge
- NM Driver License
- Knowledge of Computer programs and software
- Ability to communicate effectively both verbally and in writing.

Knowledge, Skills and Abilities

- Acquiring knowledge in Substance Use Prevention
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit, talk and hear: use hands to finger, handle or feel: reach with hands and arms. The employee occasionally is required to stand and walk; and stoop, kneel, crouch, or crawl. The employee must occasional lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office environment with low noise level.

Tribal Preference Hiring, Ordinance 06-02, will apply

SUBMIT APPLICATIONS TO MESCALERO APACHE TRIBE- HUMAN RESOURCES DEPARTMENT 464-9276