



EMPLOYMENT ANNOUNCEMENT

POSITION: PFS PREVENTION SPECIALIST **DEPARTMENT:** PREVENTION
SUPERVISOR: PREVENTION SPECIALIST SUPERVISOR **STARTING SALARY:** NTE GRANT CAP
CLASSIFICATION: REGULAR, FULL-TIME
OPENING DATE: FEBRUARY 14, 2024 **CLOSING DATE:** OPEN UNTIL FILLED

MAJOR DUTIES:

- Oversees all aspects of general office coordination of contract requirements.
- Maintains a data entry system to document daily, weekly, or monthly activities as it relates to prevention plans and to meeting goals an objective of the primary prevention services contract.
- Oversees administrative support tasks and ensures they are completed.
- Prepares agendas and makes arrangements for meetings for schedule audits.
- Interacts with the other organization’s boards and other groups/coalitions.
- Support staff in assigned project-based work.
- Assists in special events, such as fundraising activities and annual meetings.
- Maintains accurate, complete records of programs and projects and provides monthly status reports.
- Assists in implementing the performance plans of grants and helps prepare annual renewal plans.
- Organizes and provides presentations to community agencies, schools, and businesses on prevention issues.
- Provides health information at local health fairs and booths or other duties.
- Upholds the overall mission and goals of the Partner for Success (PFS) program.
- Disseminates substance abuse or other health promotion or prevention related information, educates/consults, and networks with the community and coalitions.
- Follows the strategic prevention framework, MDS manual and program/contract requirements. Collects data, transforms data into information, and reviews with the team.
- Collects surveys and plans. Develops and implements prevention plans that are data drivers.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or Equivalent.
- Must obtain certification as a prevention specialist within 2 years of hire.

DESIRED QUALIFICATIONS:

- Associate’s Degree in Allied Health, Human Services, or related field.




APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:

	In Person	Rocky Boy Health Center Human Resources Office 6850 Upper Box Elder Road Box Elder, Montana 59521
	E-mail	rbhchr@rbclinic.org
	Online	https://www.rbclinic.org/employment

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

Joel Rosette, Chief Executive Officer

2/14/2024

Date