



**ROCKY BOY**  
HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

**POSITION:** BLOCK GRANT PREVENTION SPECIALIST  
**DEPARTMENT:** PREVENTION  
**SUPERVISOR:** PREVENTION SPECIALIST SUPERVISOR  
**STARTING SALARY:** NTE GRANT CAP  
**CLASSIFICATION:** REGULAR, FULL-TIME  
**OPENING DATE:** OCTOBER 30, 2024  
**CLOSING DATE:** NOVEMBER 15, 2024

## 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 block grant.
- 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 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](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

## APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

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Joel Rosette, Chief Executive Officer