

## **PART-TIME PREVENTION COORDINATOR**

Seneca-Cayuga Nation Substance Abuse Program is taking applications for a part-time Prevention Coordinator. This is a part-time position and will be between 16-24 hours per week. Duties include scheduling and facilitating BABES (Beginning Alcohol and Addictions Basic Education Studies) Program to elementary schools in Ottawa and Delaware Counties and will assist the Prevention Specialist/Counselor as needed. Will be responsible for documentation of services and input of reports. Indian preference will be observed.

Candidate must:

- Must have a minimum of a two-year college education in an accredited college or university, preferably in Early Childhood. Educational requirements may be waived based on any combination of education, professional training, or business experience, which demonstrates the ability to perform the essential functions of this position.
- Have at least four (4) years experience in working with children and youth
- Possess understanding of alcoholism and drug addiction among the Native American population
- Be sensitive to the diversity of Indian Culture in the treatment of addictions
- Pass background check and drug test
- Affirm in writing employment performance has not been impaired by alcohol or drugs in the last five years
- Be computer literate and familiar with office procedures

Applications are available at 23701 South 655 Road, Grove, Oklahoma 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes and applications may be submitted to Human Resources or online at [cbrown@sctribe.com](mailto:cbrown@sctribe.com) or [cjones@sctribe.com](mailto:cjones@sctribe.com). Indian/Tribal Preference will be observed. Posted Until Filled.

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