



Mentor (Full-Time; 40 hours per week)
HOPI Substance Abuse Prevention Center
A program of The Hopi Foundation
Kykotsmovi, AZ Full-time

Background

The HOPI Substance Abuse Prevention Center (HSAPC) believes in honoring ourselves by living an honest, sober balanced life. HSAPC embraces the traditional values of Hopi, Native spiritual teachings and the principles of a lifelong program of recovery. Mentors are experienced and trained in using best practice and spiritual strength to empower individuals to live a balanced life in sobriety and ultimately demonstrate being of service to the community. HSAPC provides daily support in applying the tools and principles of recovery, through our programs, satellite locations and on-call services. We create safe places for healing, provide mentoring, education, and devotion to guiding individuals in creating positive change toward lifelong sobriety. We promote collaborative work that strengthens family and cultural values at all levels of care.

Position Summary

The Mentor is primarily responsible for the coordination of support, education and methods for recovery, prevention and awareness, utilizing various techniques, curriculum and resources. Techniques include one-to-one mentoring, group mentoring, educational presentations and prevention awareness. He/she provides outreach and community education on aspects that relate to the family unit and the effects of substance abuse and recovery. The mentor may service in other various roles, such as case management, advocacy and providing individuals and the community with array of resources available on and off the reservation. The Mentor reports and is accountable to the Program Manager.

SPECIFIC RESPONSIBILITIES

DIRECT SERVICES:

- Provide mentoring to clients, individually and in group sessions, to assist in overcoming dependencies.
- Support in-take procedures via telephone or walk-in basis.
- Communicate approval of and implementation of client referral procedures as necessary.
- Develop mentoring service/client service plans based on need and clinical recommendations when required, and client history.
- Provide education on the mental, emotional and spiritual aspects of recovery.
- Complete and maintain accurate records and reports regarding the clients' histories and progress, services provided, and other required information.
- Complete client logs and client narratives for each session held for program report data.
- Assist in providing support after-hours as an "on-call" mentor.
- Coordinate program activities in conjunction with other staff.

- Maintain a balanced schedule of client appointments. This includes and not limited to managing a healthy workload for self-care and quality assurance for the clients served.
- Assist host in creating a safe space for local AA meetings and other group sessions.
- Refer clients to outside treatment programs (detoxification, residential, etc.), as needed.

REPORTING:

- Prepare timely reports on programming activities, events, collaboration, volunteer numbers, and other development requirements for grant making institutions and proposals.
- Assist with the preparation of timely quarterly project reports for The Hopi Foundation (HF) and the HF Board of Trustees, with final review and approval of the HF Program Director.
- Assist the Program Manager with presentation on program development and activities to the HF Board of Trustees, HF Program Staff, Resource Development, Community Advisory Board, and collaboration meetings.
- Meet regularly with the Program Manager to provide updates on programming deliverables and to strategize overall project development.

COMMUNICATION:

- Assist as requested with the development of communication, presentations and marketing material to provide ongoing outreach to community members, donors, partners, and other interested individuals.
- Support team marketing strategies for the promotion project initiatives through partner collaborations with like organizations and individuals to strengthen bonds and nurture opportunities for HSAPC.
- Assist as requested with updates of project information on website and social media platforms to engage and educate donors and others committed to community-based philanthropy.
- Assist as requested with planning and development of program news and press release content.

OUTREACH and RESOURCE DEVELOPMENT FUNCTIONS:

- Promote program services through interagency collaborations, Advisory Board partners and other activities.
- Maintain log of outreach activities performed and numbers reached.
- Develop and adapt education materials to fit community needs.
- Assist in collaborating with communities, schools, tribal programs, non-tribal programs, Hopi Health Care Center clinical staff, and off-reservation organizations.
- Assist programs with implementing strategic planning and development activities on a continual basis.
- Assist with project-based fundraising through research, proposal development, and monitoring of grant compliance and reporting.
- Assist in leveraging support from community and government services for project-based activities.

SPECIAL EVENTS/OTHER:

- Participate in Hopi Foundation program-wide activities, as requested
- Serve on committees as assigned by the HF Program or Executive Director
- Perform other duties and assist with special projects as needed

QUALIFICATIONS

The ideal candidate will possess strong written and verbal communication skills and have a mixture of experience in the following areas: professional experience working in a Behavioral Health or Social Service setting. Be able to effectively communicate with community partners, advisory board and community resources. S/he will have knowledge of philanthropy, community development, community organizing, and an interest in furthering The Hopi Foundation's mission through the work of the HOPI Substance Abuse Prevention Center while adhering to its mission, vision, and strategic planning with guidance from The Hopi Foundation and the Community Advisory Board members.

Candidate must be capable of working collaboratively and independently as needed while maintaining open communication with his/her supervisor on matters involving the program, its assets and resources. Ideally, applicants will have knowledge and/or experience with The Hopi Foundation and its culture and community

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain confidentiality in regards to all aspects of the program
- Must have knowledge of disease of addiction and ways to recovery
- Understanding of peripheral recovery services for alcohol and drug abuse (domestic violence, child/elder abuse, sexual abuse, etc...)
- Ability to assess and refer clients to higher level of care as needed
- High level of organization, accountability, reliability and self-motivation required.
- Computer skills are necessary to complete tasks and reports
- Must have good communication, written and verbal skills
- Strong program and time management skills
- Excellent relationship building skills and an ability to interact with a diverse group of people.
- Moderate to high level of familiarity with Microsoft Office Suite, internet research/applications, and other types of media tools. Computer skills are necessary to complete tasks and reports.
- Ability to follow direction and be self-motivated

MINIMUM QUALIFICATIONS REQUIRED

- Three (3) years recent and/or continuous sobriety
- High School diploma
- 2 years' professional work experience
- Any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid Driver's License

- Must have no misdemeanor convictions within the past 5 years and no felony convictions
- Background investigation and fingerprinting maybe required
- Use of personally-owned vehicle (POV) will be required to carry out job related tasks

ADDITIONAL EXPERIENCE DESIRED

- Speak and understand the Hopi language fluently to converse with those preferring to speak Hopi
- Knowledge of Hopi culture desired



ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501 (c) 3 non-profit organization in 1987. Our basic mission is to Help People Help Themselves. The Hopi word Lomasumi'nangwtukwsiwmani signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people.

Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

Approved: *Nimia Quansa*, Executive Director

Date: 5/29/2024