



Youth Mentor (Full-Time; 40 hours per week)
HOPI Substance Abuse Prevention Center
A program of The Hopi Foundation
Kykotsmovi, AZ
(10% Administration, 20% Development, 70% Programming)

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 Youth Mentor provides support, education and methods for recovery, prevention and awareness. Techniques include one-to-one mentoring, group mentoring, educational presentations and prevention awareness. This position is based in Kykotsmovi with implementation of mentoring sessions and coordination of presentations scheduled throughout the Hopi community. The Youth Mentor reports and is accountable to the HSAPC Program Manager.

SPECIFIC RESPONSIBILITIES

YOUTH MENTOR FUNCTIONS

- Provide mentoring to Youth clients, individually and in group sessions, to assist in prevention/intervention of dependencies and self-defeating behaviors.
- Develop mentoring plans based on youth needs, clinical recommendations, and client history.
- Provide education on the mental, emotional, physical 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 and in-takes. This includes and not limited to managing a health workload for self-care and quality assurance for the clients served.
- Assist in creating a safe space for local AA meetings and other group sessions.
- Refer clients to outside treatment programs (detoxification, residential, etc.) as needed.

OUTREACH 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 youth and community needs.
- Assist in collaborating with communities, schools, tribal programs, non-tribal programs, Hopi Health Care Center clinical staff, and off-reservation organizations.

OTHER

- Participate in Hopi Foundation program-wide activities, as requested.
- Perform other duties and assist with special events as needed.

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
- Computer skills are necessary to complete tasks and reports
- Must have good communication, written and verbal 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 directions and be self-motivated

MINIMUM QUALIFICATIONS REQUIRED

- Three (3) years recent and continuous sobriety
- High School diploma or equivalent
- 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 is required
- Background investigation and fingerprinting maybe required
- Subject to random UA for substance use

ADDITIONAL EXPERIENCE DESIRED

- Speak and understand the Hopi language fluently to converse with those preferring to speak Hopi.
- Knowledge of Hopi culture desired, Youth directed is a plus.



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: Hannah Honani, Interim Executive Director Date: 8/16/2024