

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2026-23**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Prevention Specialist  
**OPENING DATE:** March 17, 2026  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Behavioral Health / CHWD  
**SALARY RANGE:** NE8; \$16.75 - \$25.13

**Position Summary:**

Under the direct supervision of the Behavioral Health Manager and/or the Senior Certified Prevention Specialist, the Prevention Specialist provides outreach, education, and prevention activities regarding alcohol and drug use, mental health, and gambling issues. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops, organizes, and conducts educational activities on prevention of and effects of substance abuse, tobacco use, mental health and gambling issues using various prevention curricula and prevention strategies.
- Collaborates with other service providers and local schools to provide training to parents, students, and other community groups.
- Recruits community members, groups, and young people to participate in community prevention/education efforts.
- Maintains documentation and data of services provided; develops required reports.
- Evaluates current activities to determine effectiveness and fulfillment of program objectives; offers suggestions/recommendations for alternative strategies to improve community participation, to offer diverse curricula, and to meet community needs.
- Aids staff and volunteers at health fairs and other local prevention activities.
- Works with counselors and service providers in assessing individual needs; makes referrals to appropriate providers as needed.
- Fulfills education/training/supervision plan to meet requirements for Certified Prevention Intern credentials.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Performs other duties as required.

**Minimum Qualifications:**

- High School diploma or GED required.
- One (1) year of prevention work experience required.
- FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within four (4) months of hire.
- A combination of relevant education and directly related work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Prevention Specialist is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Interview Drug Screening and Background Check	X
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of problem identification and referral processes.
- Knowledge of alcohol, tobacco, and other drug abuse and evidenced-based prevention strategies including the six prevention strategies.
- Knowledge of suicide prevention strategies, terminology, and concepts.
- Knowledge of substance abuse prevention terminology and concepts.
- Knowledge of basic program evaluation processes.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to work independently, analyze situations and adopt appropriate courses of action.
- Ability to work with groups and individuals of various ages and backgrounds.
- Ability to demonstrate excellent oral and written communication skills.
- Skill and ability to develop and present effective group and individual educational programs/activities.
- Ability to prioritize and accomplish tasks within strict guidelines.
- Ability to maintain confidentiality, to demonstrate high moral character, self-responsibility, and accountability.
- Ability to commit to requirements of training plan to obtain Certification.
- Skill in record keeping, report writing, organization, and time management.
- Skill in use of Word, Excel, Outlook, PowerPoint, and software relevant to Program.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in an office setting with a low noise level. Activities are occasionally performed outdoors with exposure to various weather conditions. Evening, weekend, and holiday work may be required. There is regular interaction with the public. Travel may be required for training, meetings, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**