



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Title: Pima CARES Health Promotion Specialist

Salary: \$17.69 - \$23.94 per hour – Non-Exempt, DOE

Status: Permanent, Full-Time

Hrs./WK: Forty (40)

Department: Wellness

Job Location: Tucson, Arizona

Nature of Work:

Incumbent is responsible for conducting program outreach by coordinating with other community health and social service agencies for the Pima CARES Opioid Prevention grant. Designs and delivers health education workshops related to healthy lifestyles including providing linkage to and retention in care, harm reduction services, and substance abuse prevention for the Tucson Urban American Indian community. Works with individual clients to facilitate their use of TIC and other services.

Essential Functions:

1. Conducts community outreach in order to attract clients for health promotion services.
2. Designs, delivers, and documents educational workshops for youth, adults and elders regarding aspects of a healthy lifestyle, with focus on the prevention and alleviation of, but not limited to substance abuse, opioid use/abuse/prevention.
3. Develops educational and outreach materials that are appropriate for the Tucson Urban Indian community.
4. Presents presentations about health and well-being, according to TIC Wellness Department scope of work.
5. Refers individual clients to Wellness Department services, to include client intake, eligibility determination, case plan development and case plan monitoring.
6. Establishes and maintains working relationships with community organizations and partners in order to coordinate services and follow up on referrals.
7. Prepares monthly activity reports for the Wellness Grants & Services Manager.
8. Participates as part of the staff team of the Tucson Indian Center
9. Participates in a professional development plan, to include mentoring, in-service training and continuing education, as appropriate.
10. Support of Community Room operations.
11. Performs other duties as assigned or requested.

Required Knowledge, Skills and Ability:

- Knowledge of health promotion and disease prevention practices, particularly regarding behavioral health issues such as substance abuse, domestic violence, and prevention of HIV/ AIDS, and other STIs and teen pregnancy.



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

- Knowledge of the nature and scope of community-based health programs.
- Knowledge of American Indian health issues, inclusive of the Urban Indian and Tribal health issues, and the function of the Indian Health Service.
- Experience and interest in working directly with youth, adults and elder American Indian Tucson community members.
- Respectful, knowledgeable, and familiar with American Indian cultures and traditions.
- Ability to communicate effectively, both orally and in writing.
- Ability to function in a proactive manner and with limited supervision.
- Ability to function as a member of a team.
- Ability to maintain positive professional relationships with fellow staff and clients.
- Ability to work with confidential and sensitive documents and information in a professional manner.
- Ability to maintain high standards of client confidentiality.

Required Experience and Training:

1. Bachelor's Degree in health, human services or business fields, such as public health, social work, education, or business:
OR
2. Associates Degree in the human services or business fields, or Community Health Representative, and a minimum of three (3) years of experience in the human services or business fields:
OR
3. High School Diploma or equivalent with eight (8) years of working experience which will demonstrate the ability to perform the job duties and responsibilities.

Additional Requirements:

- Must possess and maintain a valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

- Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements.



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

- Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position.
- Unpredictable environmental conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

Supervisory Status:

Non-supervisory

Reports to Wellness Grants & Services Manager

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Additional consideration is also given to honorably discharged veterans and protected veterans.

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*
**All discharges besides dishonorable may receive protected veteran status.*