



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

POSITION DESCRIPTION: PREVENTION SPECIALIST

DIVISION:	CLINICAL OPERATIONS	SUPERVISOR:	FAMILY & COMMUNITY SERVICE MANAGER
JOB CODE:	CHS-030	CLASSIFICATION:	FT, NON-EXEMPT
WAGE SCALE:	NE-07 (\$19.99 TO \$27.25)	EFFECTIVE DATE:	03/2026
HOURS/WEEK:	40+	REVISED DATE:	03/2028

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In terms of the performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver’s license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

The Prevention Specialist (Youth & Family) is an essential member of the Family and Community Services Department at the Urban Indian Center of Salt Lake (UICSL), supporting culturally responsive, community-centered wellness services through the development and delivery of prevention, youth empowerment, and family strengthening programming in community-based and outpatient settings.

Reporting to the Family and Community Services Manager, this position leads the implementation of youth- and family-focused activities that promote empowerment, strengthen family systems, and build community resilience. The role facilitates group and community-based programming, supports grant-aligned initiatives, and maintains program documentation and reporting. The Prevention Specialist works in coordination with Behavioral Health, Public Health, Primary Care, and community partners to advance integrated, culturally grounded services.

Through structured programming and community engagement, this position strengthens protective factors, supports positive youth development, and fosters long-term wellness for individuals, families, and the community.



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Lead and manage structured prevention programming focused on youth empowerment and family strengthening, ensuring services are organized, consistent, and aligned with established program goals, measurable outcomes, and applicable grant requirements
- Develop and implement program plans, curricula, and service delivery approaches that promote protective factors, reduce risk factors, and support long-term wellness for youth and families
- Facilitate ongoing group-based prevention services, including youth development, leadership activities, and family strengthening programs, ensuring continuity and participant progression over time
- Coordinate and sustain youth leadership initiatives, including youth council, by fostering engagement, skill-building, and opportunities for youth voice and community involvement
- Engage youth and families in prevention programming through intentional outreach, relationship-building, and follow-up to support recruitment, retention, and meaningful participation
- Integrate cultural values, traditions, and practices into program design and delivery in collaboration with Cultural Navigation staff and Elders
- Collaborate with Behavioral Health, Public Health, Primary Care, and community partners to align prevention programming with broader wellness and care coordination efforts
- Organize and manage program operations including scheduling, cohort development, participant tracking, and service delivery workflows to ensure program consistency and sustainability
- Maintain accurate and timely documentation, data collection, and reporting to meet organizational standards and funding requirements
- Monitor program participation, engagement, and outcomes to support continuous improvement and demonstrate program effectiveness
- Ensure safe, respectful, and culturally appropriate environments for all participants during program delivery and related activities
- Maintain required certifications and competencies related to prevention, youth development, and family strengthening services
- Participate in program activities that may require flexible scheduling, including evenings, weekends, travel, and engagement in community-based events and initiatives
- Participate in quality improvement activities that support program effectiveness, participant experience, and alignment with organizational standards
- Promote whole person and family-centered wellness by delivering and coordinating prevention, youth empowerment, and family strengthening programming responsive to the social, emotional, behavioral, physical, and cultural dimensions of health for youth, families, and community members served by UICSL
- Perform other duties within scope of practice as assigned by the Family and Community Services Manager and in alignment with UICSL's mission, vision, and community-centered approach to wellness



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	a) High school diploma or GED required.
Experience: <input type="checkbox"/>	a) (1) one year of professional experience in prevention programming, youth development, family services, community health, or related field. b) Experience facilitating group activities or structured programming in a community, behavioral health, or educational setting.
Certification/Licensure: <input type="checkbox"/>	a) Prevention-related certification preferred or must be obtained within a defined period of hire, including Certified Prevention Specialist (CPS) or comparable credential. b) Current CPR and First Aid Certification
Other: <input type="checkbox"/>	a) Must pass a mandatory criminal background check.

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	a) Associate or Bachelor’s degree in Public Health, Social Work, Behavioral Health, Human Services, or related field.
Experience: <input type="checkbox"/>	a) (3) Three or more years of experience in prevention programming focused on youth, families, or community-based services. b) Experience developing, coordinating, or leading structured prevention programs or youth leadership initiatives.
Certification/Licensure: <input type="checkbox"/>	a) Certified Prevention Specialist (CPS). b) Additional training or certification in youth development, family strengthening, suicide prevention, or community (MHFA, ASIST, CHW).
Other: <input type="checkbox"/>	

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of prevention, including risk, protective factors, and community-based strategies.
<input type="checkbox"/>	Knowledge of youth development, family systems, and strengths-based approaches to wellness.
<input type="checkbox"/>	Knowledge of culturally responsive practices for American Indian and Alaska Native communities.
<input type="checkbox"/>	Knowledge of group facilitation methods and structured program delivery.
<input type="checkbox"/>	Skills in leading group-based prevention, youth empowerment, and family strengthening programs.
<input type="checkbox"/>	Skills in participant engagement, relationship-building, and community outreach.
<input type="checkbox"/>	Skills in interdisciplinary communication and collaboration with internal and external partners.
<input type="checkbox"/>	Skills in documentation, data collection, and use of electronic tracking systems.
<input type="checkbox"/>	Ability to organize, manage, and sustain structured programming and participant engagement.
<input type="checkbox"/>	Ability to work independently while contributing to a team-based, community-centered environment.
<input type="checkbox"/>	Attributes of professionalism, reliability, and sound judgment.
<input type="checkbox"/>	Attributes of adaptability, initiative, and accountability.
<input type="checkbox"/>	Attributes of cultural humility, integrity, and commitment to UICSL’s mission.

**URBAN INDIAN CENTER OF SALT LAKE**

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

WORK ENVIRONMENT

The work environment for this position is primarily clinic-based and community-centered, with regular work conducted in community settings, schools, and program locations. The role involves interaction with youth, families, community members, and interdisciplinary team members. Work may occur in both indoor and outdoor environments with varying conditions. Local travel between sites and participation in community-based activities is expected. The environment is collaborative, culturally grounded, and focused on supporting community wellness.

PHYSICAL DEMANDS

The physical demands for this position require the ability to stand, walk, sit, bend, and move for extended periods of time. Tasks may involve lifting, carrying, pushing, or pulling materials or supplies up to 25 pounds. The role requires the ability to speak clearly, hear, and maintain visual awareness. UICSL provides reasonable accommodations under the Americans with Disabilities Act (ADA) to support individuals in performing essential job functions.

MENTAL DEMANDS

The mental demands for this position include sustained attention, organization, and the ability to manage multiple responsibilities simultaneously. The role requires sound judgment, problem-solving skills, and the ability to adapt to changing situations. Effective communication, emotional awareness, and the ability to work with diverse populations in a professional and respectful manner are essential. The position requires focus, adaptability, and emotional stability in a fast-paced, team-based environment.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943
 www.uicsl.org

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY:	Eva Leyer, Human Resource	SIGNATURE:	<small>DocuSigned by:</small> Eva Leyer
APPROVED BY:	Matt Poss, Executive Director	SIGNATURE:	<small>Signature of:</small> Matt Poss
ESTABLISHED DATE:	4/2026	REVIEW DATE:	4/2028

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the Prevention Specialist (Youth and Family) position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodation(s) required to perform these functions:		
Employee Name (Print)	Employee Signature:	Date: