

Sieda COMMUNITY ACTION
JOB DESCRIPTION

EMPLOYEE NAME: _____
(Print Name)

JOB TITLE: PREVENTION SPECIALIST
REPORTS TO: PREVENTION SUPERVISOR

UNIT: BEHAVIORAL HEALTH AND TREATMENT SERVICES
FLSA STATUS: NE

SUMMARY:

Working under the direction of the Prevention Supervisor, the Prevention Specialist implements prevention programs throughout Sieda's catchment area. This includes program presentations, media relations, coalition building, and youth development activities.

DUTIES:

- Performs complex varied duties requiring advance skills.
- Implement action steps, goals and objectives that may be included in various grant applications.
- Prepares and maintains required monthly reports, correspondence, evaluation forms, and needed educational and audiovisual materials.
- Reviews and maintains current literature, audiovisual aids, and research appropriate for prevention efforts.
- Writes and edits drug education publications, news releases, public service announcements and educational handouts and submits them for supervisory approval.
- Schedules and presents prevention/education program to diverse populations.
- Ensure all services comply with CARF International Accreditation Standards.
- Other duties as determined necessary to support the Prevention Department

INDEPENDENT ACTION:

- Receives periodic supervision regarding task guidelines and completion.

DECISION-MAKING AUTHORITY

- Limited independent decision-making authority.

ADDITIONAL TRAINING:

- Certified Prevention Specialist (CPS) Certification is a requirement of the Prevention Program. The agency provides registration costs and per diem reimbursement for trainings with CEU's.
- Attends and participates in agency and program meetings and training as requested.
- Travel is required both in and outside the service area. Proof of auto insurance and valid driving license is required if employee claims travel reimbursement.
- This position is considered mandatory reporter of child abuse and required to hold a valid training certification

PROGRAM REPRESENTATION:

- Requires expansive levels of interaction with staff, persons served, program participants, county stakeholders, and other agencies in a role where they represent the agency.

PROGRAM DESIGN AND PLANNING:

- Involved in the planning of a multiple programs/entire Unit reflective of his/her job responsibilities as requested.

SUPERVISORY RESPONSIBILITY:

- None

OTHER REQUIRED SKILLS/ABILITIES:

- None

ORGANIZATIONAL EXPECTATIONS: (Essential Functions)

- Supports and models the agency's mission, vision, and values.
- Maintain a regular attendance pattern to assure continuity of services and adequate staff coverage.
- Demonstrate professional behavior at all times including appearance and maintaining an orderly functioning office area.
- Treat all individuals in a courteous, non-judgmental, reasonable and confidential manner.

LANGUAGE SKILLS:

- Ability to speak comfortably and effectively one-to-one or in group settings.
- Must be able to solve practical problems. Must demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of written rules and regulations and translate that information to various program staff in a format resulting in contractual compliance in the delivery of program services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear, occasionally required to stand, walk, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 20 pounds.
- Specific vision abilities required by this position include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.
- The noise level of in the work environment is usually moderate.

PRE-EMPLOYMENT REQUIREMENTS:

The requirements listed below are representative of the knowledge skill, and/or ability required to be considered for this position.

FORMAL EDUCATION:

- Requires a Bachelor’s Degree in community health, human services, social sciences or education.

EXPERIENCE:

- Requires a minimum of two years of related experience.

TECHNICAL PROFICIENCY:

- Requires moderate level computer knowledge and experience, has the ability to use existing program software applications with minimal training and can perform simple maintenance to keep computers operational.
- Proficient in the use of Microsoft Office software.

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received, read and understand the above Job Description.

Signature

Date