

DEPARTMENT: Union County Alcohol and Drug Abuse Commission

Job Title: Prevention Specialist

FLSA: Non-Exempt

Hiring Minimum: \$33571, Hiring Max: \$39955

Minimum Qualifications: Bachelor's Degree in human services or its equivalent in education, training, and experience. Must be certified by SCAPPA or an affiliated organization or have the ability to obtain certification within established time frames. A minimum of two (2) years work or volunteer experience in community development/relations is required.

General Summary and Major Functions:

The position of Prevention Coordinator is to plan and implement the prevention concept throughout Union County through increased understanding of prevention, intervention, and treatment. The Prevention Coordinator will enhance community relations and assist the community in creating and reinforcing conditions that promote healthy behaviors and lifestyle. The major function of the Prevention Coordinator is to provide education and program management for the agency.

Essential Duties and Responsibilities

• ***Program Development***

- Develop, coordinate, implement, and evaluate prevention/education programs and alternatives designed to prevent and reduce substance abuse and other high-risk behaviors among youths and adults.
- Ensure programmatic contract deliverables are submitted according to established schedules and protocols.

• ***Information Dissemination / Educational Workshops***

- Provide programs, workshops, and presentations to various targeted areas; civic and social organizations on prevention and agency programs.
- Provide information about existing resources and programs in the community and assist agencies and the community of the availability of these resources.

- ***Community Development***

- Plan, implement, and evaluate events to include: promotion, volunteer recruitment, evaluation, and record keeping.
- Effectively communicate with the media.
- Build and maintain relationships with other agencies, civic groups, churches, and parent groups.
- Represent the organization in a professional manner through public speaking and networking.

- ***Services and Funding***

- Demonstrate knowledge of and the ability to secure grant funding by identifying funding sources and completing the application process.
- Demonstrate knowledge and the ability to secure funding through donations.

- ***Other Responsibilities / Peripheral Duties***

- Community Services
- Participate in all staff meetings
- Attend required meetings
- Attend trainings as needed to perform job duties
- Conduct drug screens
- Assist with intakes

Additional Assignments:

Performs additional tasks customary to the role of Prevention Coordinator as designated by the Executive Director.

Evaluation:

To be completed annually by the Executive Director.

Hours of Operation and Work Environment:

All employees are required to work 40 hours weekly. Schedules may vary. The work environment characteristics should be one representative of the highest professional standards and ethics.