



JOB DESCRIPTION

Prevention Specialist

Name:	Dept.: Prevention Programs
Supervisor:	Date of Hire:

Job Summary:

The Prevention Specialist is responsible for providing the highest quality and culturally sensitive prevention services to youth, parents, and other adults. The Prevention Specialist has the primary responsibility of delivering age-appropriate education groups in schools and community settings in fidelity, and in accordance with, strict department and State guidelines; accurately documenting all services; meeting deadlines and outcome and output measurements; establish and maintain positive relationship to promote prevention efforts; conduct presentations and positive alternative activities with youth and adults.

Duties and Responsibilities:

The following list provides an overview of the agency’s expectations for the work for which you are responsible. This is not an exhaustive list and there will be times when duties may change temporarily due to agency demands. Permanent changes in duties and/or responsibilities will be documented on a revised *Job Description* form that you and your supervisor will review and sign. You are encouraged to ask your supervisor, department head, or human resources representative any questions you have regarding this information until you feel that you have a satisfactory understanding of what is required of your job performance.

- Deliver highest quality, curriculum-based substance use and misuse services with fidelity and in accordance with strict department and State guidelines
- Conduct prevention education training, positive activities, and presentations in schools, places of worship and alternative community sites in accordance with the assigned Statements of Work (SOW)
- Effectively screen and monitor progress of program participants; when appropriate, report changes to school or community site staff and to their supervisor. Make referrals to other programs as required in accordance with State and agency guidelines
- Maintain current knowledge and understanding of the designated/assigned Statement of Work and the outcome and output measures required by the assigned contracts
- Properly document, maintain, and provide all cycle files and other documents required by State and department guidelines by the appropriate deadlines
- Participate in quality assurance and continuous improvement activities
- Facilitate and coordinate program services within schools and community sites
- Actively seek out and participate in all required HHSC and agency trainings. Responsible for tracking training requirements and for incorporating strategies learned at trainings in work and service
- Support departmental and agency projects and initiatives
- Serve as community coalition member and attend meetings to represent Youth 180, Inc.
- Serve as a program liaison for referrals with other area agencies

- Adherence to the Youth 180, Inc. Code of Ethics and Prevention Code of Ethics
- Complete other duties as assigned by supervisor

Education/experience:

- Bachelor's degree preferred, Associates Degree accepted with three (3) years' experience in the youth or social services field. Candidate must become a Certified Prevention Specialist (CPS) through the Texas Certification Board within 20 months of employment.
- Prior experience providing prevention education, teaching, conducting support groups, and/or youth activities is preferred.

Required Skills/Abilities:

- Demonstrate professional, solution-focused approaches to daily work while maintaining positive attitude
- Demonstrate initiative; strong work ethic; the utilization of ethical decision making and problem solving as well as sound judgement
- Possess strong skills and demonstrate competency in working with youth and adults and while providing services that are culturally sensitive, age appropriate, and contains accurate, relevant, and timely content
- Demonstrate effective education techniques; classroom management skills; understanding of dynamics of substance use and misuse, high risk youth and family relationships; and proven, effective prevention strategies
- Ability to work in cooperation with school authorities, community providers, criminal justice community, and other stakeholders
- Ability to provide accurate documentation on all State and agency forms, cycle documentation, files, and reports
- Ability to maintain schedule of duties and to meet all department deadlines and goals
- Commitment to professional growth and continued education in the prevention field and maintaining certifications
- Demonstrate strong verbal and written communication as well as oral presentation skills
- Demonstrate proficiency in using computer software (Microsoft Word, Excel, and Outlook)
- Ability to work one evening a week, and occasional weekends
- Ability to occasionally travel out of town for trainings
- Must be able to lift 25 pounds and stand for long periods of time
- Must have reliable transportation, vehicle insurance, and valid Texas Driver's license
- Bilingual (English/Spanish) preferred (and required) for some locations

Physical Requirements:

- Prolonged periods of sitting at a desk or table
- Prolonged periods of working on a computer or with other office machines
- Prolonged periods of standing and walking during presentations
- Ability to safely operate a motor vehicle and drive to/from to access necessary supplies needed for the program throughout the service area

Special Considerations:

- Dependent upon the government contract to which the Prevention Specialist is assigned, as well as the community-based location, worksite assignments may include Dallas, Hunt, Rockwall, and Kaufman Counties and may be subject to change in the future as contractual requirements change.
- Must hold a valid Driver License in the State of Texas and provide a copy for insurance purposes
- Must hold in-force automobile insurance that meets at least the minimum liability requirements in the State of Texas and provide periodic verification of coverage for insurance purposes
- Must abide by the prevailing agency requirements regarding COVID-19 disease prevention both on and offsite (when conducting agency-related business)
- Must submit to pre-employment alcohol and drug screening as well as periodic, random testing to help support a drug-free workplace
- Must submit to pre-employment criminal background check, including a Texas Department of Public Safety FBI Fingerprint screening

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next?

➤ **Sound exciting? Get in touch today!**

- If you would like to apply for this position, please review the attached job description and then submit a letter of interest, along with a copy of your resume, to Cora Mosley, Prevention Specialist at cmosley@youth180tx.org no later than 5:00 p.m. on May 22, 2023.