



# PREVENTION SPECIALIST

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**DEPARTMENT:** INS

**# OF HOURS:** Full-Time, 40 hrs

**REPORTS TO:** Program Coordinator

**PAYRATE:** D.O.E.

**CLASSIFICATION:** Non-Exempt

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## **POSITION PROFILE:**

The Prevention Specialist will work closely with SAY's Alcohol and Drug Prevention Coordinator and all other partners in the Central Region. The Prevention Specialist is responsible for the development and ongoing support prevention efforts of the Central Region Prevention Coalition (CRPC) and participation in countywide workgroup system. The Prevention Specialist will work for social change in a systematic, deliberate and democratic way by taking responsibility for the institutions that affect their lives. This position is funded by the San Diego County Alcohol and Drug Services.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Establish and promote community participation in leadership, ownership and decision making with regard to community priorities and project activities
- Work collaboratively with all participating agencies and community collaborations to develop and maintain prevention activities
- Work with interagency work groups to solve problems, find new ways of integrating services and promote institutional change
- Participate in countywide workgroup system within all four funded initiatives - Binge and Underage Drinking Initiative, Marijuana Prevention Initiative, Meth Strike Force and Prescription Drug Abuse Task Force
- Provide outreach, prevention and education to community groups and collaborations in the Central Region
- Assist the community in understanding and interpreting violence issues in their community and in developing appropriate responses
- Prepare and deliver trainings at both the regional and local level concerning youth, family and community
- Develop and maintain working linkages to ethnic, mainstream, faith based and other organizations and individuals to facilitate clear open communication between these groups concerning ATOD issues within the region
- Participate in the development and implementation of city, county and state legislative efforts related to ATOD policies
- Participate in program and collaborative events, trainings and fund-raisers
- Have and maintain positive and supportive relationships with coworkers
- Maintain accurate knowledge about the agency, its programs and services
- Other tasks as assigned by the Alcohol and Drug Prevention Coordinator



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## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree in Public Administration, Psychology, Public Health, Education, Social Work, Business or related field preferred
- Minimum 2 years of relevant leadership experience in providing prevention services and community organizing in a community setting
- Experience with alcohol, tobacco and drug issues, environmental prevention and community development
- Experience in working with City Government
- Experience with and respect for diverse cultures, demonstrated effectiveness in working within a collaborative environment, and experience in public speaking and presentation
- Experience working with at-risk youth
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual preferred not required
- Knowledge of government and education programs and agencies
- Ability to work independently
- Must be able to work evenings and weekends when necessary

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office, community and outside agencies settings. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*