



MENTEE PREVENTION SPECIALIST

DEPARTMENT: INS

REPORTS TO: Program Coordinator

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 26 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Prevention Specialist will work closely with SAY's Alcohol and Drug Prevention Program Director and the San Diego Military Family Collaborative Director. The Prevention Specialist is responsible for the development and ongoing support prevention efforts of the Cinco de Mayo con Orgullo Coalition and implementation of DFC Mentoring Program. 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 SAMHSA Drug Free Communities Support Program.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Work collaboratively with the San Diego Military Family Collaborative and Cinco de Mayo con Orgullo Coalition to develop and maintain prevention activities
- Work with interagency work groups to identify leaders, solve problems, find new ways of integrating services and promote institutional change
- Establish and maintain positive working relationships with participating agencies, referral sources, and other community groups
- Participate in countywide workgroup system within all three funded initiative, Binge and Underage Drinking Initiative, Marijuana Initiative, Meth Strike Force and Prescription Drug Task Force
- Provide outreach, prevention and education to community groups and collaborations in the military community
- Assist the community in understanding and interpreting public safety issues in the military 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 and to serve in leadership roles
- Participate in the development and implementation of city, county and state legislative efforts related to ATOD policies
- Have and maintain positive and supportive relationships with coworkers
- Able to travel overnight and out of state for conferences and trainings and able to work on weekends
- 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 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
- Have access to reliable transportation and willing to use it for job-related tasks

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.