



PREVENTION SPECIALIST/ COMMUNITY ORGANIZER

DEPARTMENT: INS
REPORTS TO: Program Coordinator
CLASSIFICATION: Non-Exempt

OF HOURS: .75 Full-Time, 30 hrs
PAYRATE: D.O.E.

POSITION PROFILE:

The Prevention Specialist/Community Organizer will work closely with SAY's Alcohol and Drug Prevention Coordinator and all other partners in the North Central Region. The Prevention Specialist/Community Organizer is responsible for the development and ongoing support of prevention efforts through promotion of the North City Prevention Coalition (NCPC) and participation in the 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 schools, agencies, community groups and collaborations in the North Central Region
- Organize, develop and sustain youth ATOD prevention activities and education programs
- Identify community members, including youth and young adults, with strong leadership qualities and assist them in advocating for institutional and social change while building up their community connections
- 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



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- Maintain accurate knowledge about the agency, its programs and services
- Other tasks as assigned by the Alcohol and Drug Prevention Coordinator

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Public Administration, Psychology, Public Health, Education, Social Work, Business or related field
- 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 preferred
- Experience in Community Organizing

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual (Spanish, Vietnamese, Lao) preferred
- Knowledge of government and education programs and agencies
- Experience in Community Organizing
- Ability to work independently
- Must be able to work evenings and weekends when necessary
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies

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.



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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.