

D&A Prevention Program Specialist – PG6

CLASSIFICATION: Field Based
D&A Prevention Program Specialist
FLSA STATUS: Non-Exempt

DEPARTMENT: Prevention
EMPLOYMENT STATUS: Full-Time
HOURS OF WORK: 37.5 Hours/Week

Position Purpose (Primary Prevention)

This position is responsible for the delivery of primary prevention services. Primary prevention will increase awareness and education regarding the risk of alcohol, tobacco, and other drug related problems within the targeted community. Primary prevention promotes the non-use of drugs and is aimed at preventing or delaying the first use of drugs and the transition to more serious use of drugs among occasional users. Primary prevention will serve a general audience, or a targeted at-risk population of the purpose of preventing further alcohol or substance usage. The work of the Prevention Program Specialist is characterized by substantial program involvement in the targeted areas for the purpose of education and advising people on drug and alcohol issues. Employee functions under general supervision within the program goals and objectives established by the Prevention Supervisor. Employees are expected to carry out assignments independently within the parameters established by the Prevention Supervisor. The primary prevention unit works in tandem with the secondary prevention unit to provide a comprehensive array of prevention services for the Mercer County community.

Organizational Role

This position operates within the prevention department of the agency and reports directly to the Prevention Supervisor. The Prevention Program Specialist will plan, schedule, coordinate, and deliver primary prevention services and programs. This position will provide evidenced-based and innovative prevention programs within both the school and community environments. Primary prevention services will consist of: education, awareness, healthy alternatives, environmental strategies, and community development. Prevention Program Specialist will provide programming for: early childhood, school age children, transition age youth, young adult, adult, and senior populations.

The Prevention Program Specialist will compile and review data for the purpose of assessing program outcomes. This position will assist in department grant writing to sustain prevention funding. In addition, this position will assist in strengthening the evaluation component of the grass-roots education programs created by the agency. The Prevention Program Specialist will support all primary prevention initiatives defined within the prevention plan, in addition to assisting with appropriate programs of the secondary prevention unit. All positions within the prevention department will work collectively to support the agency's overall mission.

Job Scope and Skills

The Prevention Program Specialist will provide prevention programming within the Mercer County schools and community. Prevention Program Specialist will provide evidenced-based programs, develop community coalitions, leverage community support for environmental change, conduct social marketing campaigns, facilitate parenting-skill workshops, and support healthy, fun, safe alternative activities to drug use.

Knowledge and Skills Required

- Knowledge of current developments in the drug and alcohol field
- Knowledge of problems in the schools and community in relation to drug and alcohol consumption
- Knowledge of school district organizational structure, curriculum, policies and practices
- Knowledge of community organizations and their function relative to drug and alcohol related problems
- Knowledge of health impacts relating to drug and alcohol consumption
- Knowledge of alcohol highway safety laws and their application
- Knowledge of various computer programs such as Microsoft office products.
- Ability to gather data in order to compose advertising and educational literature and deliver speeches on drug and alcohol topics
- Ability to effectively communicate (both orally and in writing)
- Ability to establish and maintain effective work relationships with the general public
- Ability to manage multiple projects and timeframes effectively
- Ability to exercise good judgment and diplomacy
- Ability to engage various stakeholders and participate in community groups such as but not limited to human service agencies, faith-based collaboratives, and state coalitions.
- Demonstrate initiative in problem solving within appropriate supervision

Performance Measures

- Achievement of assigned annual objectives
- Adherence to data entry requirements and deadlines
- Adherence to required reporting deadlines and criteria utilizing agency and state databases to enter relative information.
- Delivery of positive program performance outcomes
- Maintaining a direct and indirect ratio between 60/40
- Adherence to the personnel policy and procedure
- Achieve positive outcomes on implemented programs
- Obtain overall positive ratings on satisfaction surveys.

Physical and Mental Conditions

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.

- Must be able to cope with the physical and mental demands of the position.
- Must be able to physically and mentally respond appropriately in the event of a disturbance.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to respond to consumers' needs and/or requests as necessary as it applies to your position.

Qualifications: Education/Training/Work Experience

- Must possess a valid driver's license and/or access to reliable transportation.
- Must possess PA Child Abuse, PA Criminal Record and Federal FBI clearances.
- Candidates must have a bachelor's degree in health education or the social or behavioral sciences and two years of progressive, responsible experience in drug and alcohol prevention activities or an equivalent combination of experience and training.

Interested candidates may download the application, pick up, or call for an application by contacting the Mercer County BHC office at 724-662-1550.

ATTN: Lynnett Beck, HR
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Affirmative Action/Equal Opportunity Employer. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.