

Prevention Program Supervisor

This is a full-time position within the Prevention department of the Mercer County Behavioral Health Commission, Inc.

Position Purpose (Primary Prevention)

This position is responsible for supervising prevention specialist performing work in such areas as schools, the community, intervention and other service agencies. This position is responsible for assigning and reviewing work, approving leave, administering discipline, evaluating staff training needs, evaluating performance, interviewing applicants, and making recommendations for hiring. Programmatically, the supervisor is responsible for preparing the annual prevention plan, coordinating the delivery of programs in support of the annual prevention plan, developing or effectively recommending policy and procedure, developing grant proposals and questionnaires for research purposes. Work is performed in accordance with established regulations, policies and procedures. Employee is expected to exercise initiative and independent judgment in achieving objectives.

Organizational Role

This position reports directly to the Drug & Alcohol Administrator I. This position provides oversight to the primary and secondary units of the prevention department. Supervisor will facilitate supervision meetings and bi-annual observance of direct service presentations. This position will assist with the development of prevention objectives and monitor progress of prevention programs as implemented by staff. Supervisor will review staff and unit goals and assist each prevention specialist in continuing education needs that lead to prevention certification.

Job Scope and Skills

The Prevention Program Supervisor must be able to communicate clearly and effectively to administration, staff and for public events. Incumbent must be knowledgeable of the Mercer County Behavioral Health Commission, Inc., the county system of care, and the related state offices. Supervisor must demonstrate the skills and principles of basic supervision, techniques and practices for developing and writing grant proposals, conducting needs assessments and comprehensive planning.

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
- 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
- Demonstrate initiative in problem solving within appropriate supervision

Qualified candidate must have at minimum a bachelor's degree in a behavioral health or other human service related field and a minimum of two years experience in the Drug & Alcohol field.

Pennsylvania Child Abuse, Pennsylvania Criminal Record and Federal FBI Clearances will be required. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

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

Applications must be received at this office by Monday, August 7, 2017.

ATTN: Karen Myers, HR
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