

# **D&A Prevention Specialist**

**CLASSIFICATION:** Field Based

D&A Prevention Specialist

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Prevention

**EMPLOYMENT STATUS:** Full-Time

**HOURS OF WORK:** 37.5 Hours/Week

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## **Position Purpose (Secondary Prevention)**

This position is responsible for the delivery of secondary prevention services. Secondary prevention will identify behavioral health risk factors and related barriers to the educational process, in addition, will provide early detection and reduction of alcohol, tobacco, and other drug problems within the community. Employee providing secondary prevention services will fulfill both the mental health and drug and alcohol liaison roles for the designated student assistance teams of the county. The work of the prevention specialist is characterized by substantial program involvement in the above areas in order to educate and advise 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 secondary prevention unit works in tandem with the primary prevention unit to provide a comprehensive response 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 specialist will plan, schedule, coordinate and deliver secondary prevention services and programs. This position will provide technical assistance and consultation to school administrators, faculty, and support staff regarding the Pennsylvania Department of Education's Student Assistance Program (SAP). The SAP process is designed to address behavioral health issues that are impeding a student's academic success.

The prevention specialist will serve as an SAP liaison to identified school districts of the County. In addition, this position serves as a member of the SAP training team. The prevention specialist will provide county wide campaigns that support specific nationally recognize prevention events (i.e. Red Ribbon, FASD etc). This position will interface with students and families, and will support referrals to Central Intake and other community systems. The prevention specialist will support all secondary prevention/intervention initiatives, in addition to assisting with appropriate programs of primary prevention. All positions within the prevention department will work collectively to support the agency's overall mission.

## **Job Scope and Skills**

This position will provide county SAP services and provide technical assistance in matters related to the Student Assistance Program. The prevention specialist will provide secondary/intervention services within the Mercer County Schools in addition to serving the general community.

## **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
- Ability to gather data in order to compose marketing and educational literature and deliver speaking engagements or presentations 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

### **Performance Measures**

- Achievement of assigned annual objectives
- Adherence to data entry requirements and deadlines
- Adherence to required reporting deadlines and criteria
- Average to high program evaluation results
- Maintaining a direct and indirect ratio between 60/40
- Adherence to the personnel policy and procedure
- Delivery of positive program performance outcomes

### **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 stress of the position.

- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly 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 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 one year of progressive, responsible experience in drug and alcohol prevention activities or an equivalent combination of experience and training.

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Interested candidates may submit an employment application from our website [www.mercercountybhc.org](http://www.mercercountybhc.org), or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

ATTN: Lynnett Beck, HR  
Mercer County Behavioral Health Commission, Inc.  
8406 Sharon-Mercer Road  
Mercer, PA 16137

Email: [lynnett.beck@mcbhc.org](mailto:lynnett.beck@mcbhc.org)

Fax: 724-893-1067

**Affirmative Action/Equal Opportunity Employer**

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.