

# **JOB OPENING**

## **Mid-Coast Family Services**

**OPENING DATE:** 07.30.2019

**CLOSING DATE:** MAY CLOSE WITHOUT PRIOR NOTICE

**PREVENTION SPECIALIST I – YPI, YPS, and YPU**

**GS-04**

**Full-Time/Exempt**

**REPORTS TO:** Director of Prevention Services

### **GENERAL DESCRIPTION**

This position facilitates drug prevention education activities; assists in the evaluation of program effectiveness in meeting objectives; and submits necessary information for the Program Director to compile monthly reports for the Chief Operations Officer.

### **JOB DUTIES AND RESPONSIBILITIES**

- Facilitate prevention education curriculum
- Provide drug prevention presentations in classroom setting.
- Maintain documentation and appropriate records of prevention strategies implemented
- Provide written and oral monthly program reports to the Program Director regarding participants served, presentations performed and all other related activities
- Conducts information presentations related to substance abuse for professional groups and the community
- Provide health information at local health fairs and booths
- Arrange for intervention and referral for further evaluation and/or treatment
- Serve as a resource to individuals concerned about substance abuse
- Serve as a liaison with other community agencies concerned with substance abuse
- Attend all initial and subsequent required trainings
- Perform other duties as assigned

### **EDUCATION AND TRAINING**

- Bachelor's degree in social science/social work or related field.
- Experience working with at-risk youth preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and skills of prevention strategies
- Demonstrate a working knowledge of community resources and the services they provide
- Possess thorough understanding of substance abuse problems, trends, and current programs in the field of substance abuse prevention
- Ability to organize workload, set priorities, and follow through tasks to completion
- Demonstrate ability to problem solve, work independently
- Excellent verbal and written communication skills
- Strive to achieve complete knowledge of interagency services.
- Demonstrate ability to maintain organizational and client confidentiality
- Maintain valid Texas Driver's License
- Ability to lift 30 lbs

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is an at-will employer. MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information.

**MCFS is an Equal Opportunity Employer.**