

Mid-Coast Family Services

OPENING DATE: 11.04.2021

CLOSING DATE: Position May Close Without Prior Notice

PREVENTION SPECIALIST I – YPU

GS-04

FULL-TIME/NON-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.

ESSENTIAL FUNCTIONS, JOB DUTIES, AND RESPONSIBILITIES

- Facilitate prevention education curriculum
- Provide prevention strategies for a universal population
- Maintain documentation and appropriate records of prevention strategies implemented
- Submit monthly program reports regarding participants served, number of presentations conducted and all other related activities
- Conducts presentations related to substance abuse for professional groups to the community
- Provide health information at local health fairs and booths
- Arrange for intervention and referral for further evaluation and/or treatment
- Provide resources and referrals to individuals needing assistance
- Serve as a liaison with other community agencies concerned with substance abuse
- Attend all initial and subsequent required trainings
- Perform other duties as assigned
- Inside work environment -- inside 40%
- Travel time 60%
- Valid Texas drivers license and meet all insurance requirements
- Ability to position oneself in a bending position, maintain a stationary position, read, write, observe, communicate, and transport 30 pounds
- This job description does not cover all duties and duties may change or new duties may be added at anytime, with or without notice

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

Applications are available at Mid-Coast Family Services, 120 S Main, Suite 175 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

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 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.
