



## **Job Description**

### **Prevention Specialist Assistant Position**

#### **JOB SUMMARY**

The Prevention Specialist Assistant participates in providing evidence-based ATOD prevention services and programs for the community at large and in a variety of settings, including (but not limited to) schools, libraries, after-school programs, juvenile detention centers and summer camps.

- Help ensure that agency prevention services, activities, and programs are delivered in accordance with all local, state, and federal laws and regulations; as well as applicable funding agency guidelines.
- Provides face to face direct service to multiple groups, including children, youth, and adolescents, that is age appropriate and culturally relevant in accordance with evidence-based standards.
- Consults and collaborates with school and/or agency staff to coordinate service delivery.
- Responsible for accurately documenting all service activities, maintaining organized records, collecting and reporting outcome data; and submitting all of the above in accordance with required due dates and deadlines.
- Assists with evaluation of prevention programs to assess effectiveness and impact; makes suggestions as necessary.
- Participates in community-wide prevention activities and awareness programs.
- Contributes to the achievement of the agency's mission and organizational goals.
- Maintains current competence with evidence-based ATOD prevention practices through attendance and completion of required training and continuing education.
- Obtains and maintains all certifications required for the position.
- Performs other duties as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

- OCPS-A Ohio Certified Prevention Specialist -Assistant
- High School diploma or equivalent
- Excellent written and oral communication skills
- Excellent inter-personal skills, reasoning and judgment
- Prior experience in delivering programs to children/youth preferred

## **PHYSICAL DEMANDS**

The position requires some walking, standing, lifting, and bending. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions. Must have valid Ohio Drivers License and have reliable transportation.

## **KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:** Risk and protective factors, assets models, principles of human behavior modification, alcohol, tobacco, and other drug prevention terminology, methodology, organization and practices.

**Skill in:** Written and verbal communication, interpersonal relations, and computer literacy and software such as Microsoft Office.

**Ability to:** Establish and maintain effective working relationships, maintain appropriate levels of productivity as defined by the agency and be an active team member.