



## Latin American Community Center

### POSITION DESCRIPTION

**Position Title:** Youth Prevention Specialist  
**Department:** Youth Development  
**Supervisor:** Director of Youth Development

**Compensation:** Salary  
**Status:** Full Time  
**Classification:** Exempt

\_\_\_\_\_  
Incumbent Printed Name                      Date

\_\_\_\_\_  
Supervisor Printed Name                      Date

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Incumbent Signature                      Date

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Supervisor Signature                      Date

#### **Summary of Position:**

The Youth Prevention Specialist is responsible for implementing the Too Good for Drugs and Violence Curriculum to participants ages 6 -18 years old. The Program Specialist is also responsible for all administrative oversight to include: evaluations, assessments and program reporting.

#### **Minimum Qualifications:**

- A Bachelor's Degree in Human Services or related field or an Associate's Degree and 2 or more years of related experience or the equivalent combination of education and experience.
- Experience working with youth and families.
- Spanish /English fluency.
- Effective written and verbal communication skills.
- Computer literacy (Word, PowerPoint, Excel 2000).
- Strong Interpersonal, planning and communication skills.
- **Individuals must have proof of being fully vaccinated against COVID-19, to include the booster shot**

**\*Fully vaccinated means 2 weeks have passed from your third dose of the Pfizer or Moderna vaccine, or after the second dose of the Johnson and Johnson vaccine\***

#### **Specific Responsibilities:**

- Plan and implement daily activities for participating youth using approved program curriculum and resources delivering three program cycles during the year.
- Facilitate youth program groups by providing weekly sessions to groups of 12 to 18 participants and work to maintain participation for the full 14 weeks of the program.
- Serve as a positive influence in the character development of each program participant by modeling appropriate behavior.
- Ensure fidelity throughout the program curriculum and prevention strategies in accordance with evidence-based practices
- Foster relationships with youth participants through regular face-to-face contact, telephone calls, home visit as appropriate and parent meetings.
- Provide referral services for families as needed.
- Ensure that registration and other participant forms are obtained for each program participant.
- Collect program data, prepare and submit monthly reports as required.
- Attend staff meetings and training as required by the Department of Substance Abuse and Mental Health
- Appropriately and effectively manage work schedule so that all responsibilities of the position are being fulfilled.
- Assist with daily operations of the program, both self-initiated and in response to the request of the Program Coordinator.