|  |
| --- |
| **Prevention Specialist** **Job Description** |
| Department: | Prevention and Advocacy  |
| Reports to: | Director of Prevention and Advocacy |
| Supervises: |  |
| Grade: | 8 |
| FLSA Status: | Exempt |
| Effective Date: | January 2023 |

|  |
| --- |
| **Job Summary** |
| The Prevention Specialist is responsible for implementing an extensive, countywide prevention effort to reduce the abuse of drugs and alcohol among 18-35-year-old. The incumbent’s responsibilities include, but are not limited, to providing information dissemination, prevention education, alternative activities, peer education, community team building and media literacy within the Latino community in New Castle County, Delaware.  |

| **Essential Functions** |
| --- |
| **Information Dissemination and Media Literacy:*** Outreach to Hispanic serving venues such as businesses, churches, service agencies, civic groups, and community coalitions.
* Recruit program participants.
* Develop new and expand existing marketing tools.
* Publish prevention messaging in media venues.

**Prevention Education and Alternative Activities:*** Coordinate, plan, and execute program’s educational sessions.
* Recruit participants for Prime for Life Education Sessions.
* Expand and continuously improve prevention educational curriculum.
* Implement follow up mechanisms for participants.
* Implement pre and post baseline surveys and other evaluation mechanism to all participants.
* Coordinate program’s peer education component.
* Coordinate drug-free events.
* Maintain both physical and electronic records of delivered services and implemented activities.

**Partnerships and Administration*** Collaborate with other community organizations to strengthen partnerships and community awareness initiatives.
* Collaborate with other agency programs in the efforts of outreach and prevention (i.e. HIV /AIDS Prevention, Victims Advocacy, Senior Advocacy, ConeXiones, etc.)
* Willingness and ability to participate in agency wide events (i.e. Open House, Grand Ball, and La Fiesta, and Minerva Marrero Hispanic Scholarship Program)
* Work towards prevention specialist certification.
* Work on other initiatives as directed by the Director.
* Refer clients to other services when appropriate.
* Attend bi-weekly team meetings with Prevention and Advocacy Team.
* Attend training as required by the Dept. of Substance Abuse and Mental Health.
* Responsible for monthly and quarterly reporting, as well as data entry
* All other related duties as required.
 |

| **Knowledge, Skills and Abilities** |
| --- |
| * Knowledge about substance abuse preferred
* Skills and abilities in program planning and development
* Experience in event coordination
* Comfortable with public speaking in both English and Spanish
* Strong verbal and written communication skills (Both in Spanish & English)
* Computer Knowledge: Microsoft Office (Word, Excel, Outlook, etc.), Zoom Videoconferencing, and general graphic design (i.e. Canva)
* Assertiveness
* Strong organizational skills and attention to detail
* Knowledge of state and community resources
* Willingness to work flexible hours when necessary
* Knowledge and cultural sensitivity of community needs
* Commitment to social change, social justice issues, and advocacy work
* Ability to build trust, empathize, and create positive relationships
 |

| **Qualifications** |
| --- |
| Education: Bachelor’s degree in Human Service or related field and minimum of two-year experience in related field, or an Associate’s Degree in Human Services, plus four years’ experience in human services or related field. |
| Two Years of Community Engagement Experience |
| Computer literate with emphasis on database management, excel, publisher, etc. |

| **Physical and Environmental Job Requirements** | **Amount of time** |
| --- | --- |
| **Rarely** | **Occasionally** | **Frequently** | **Constantly** |
| **Physical Requirements** |
| **Sitting** - required to sit for extended periods of time without being able to leave the work area |  |  | X |  |
| **Standing** – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.  |  | **X** |  |  |
| **Walking** – required to walk considerable distances in the facility during the course of work.  | **X** |  |  |  |
| **Lifting** – required to raise or lower objects from one level to another regularly. |
|  | Up to 10 pounds |  |  | **X** |  |
|  | 11 to 20 pounds |  | X |  |  |
|  | 21 to 30 pounds |  | X |  |  |
|  | 31 to 50 pounds |  | X |  |  |
|  | 51 to 75 pounds (team lifting as appropriate) | X |  |  |  |
|  | 76 to 100 pounds (team lifting required) | **X** |  |  |  |
| **Carrying** – required to carry objects in arms or on the shoulder.  |  | x |  |  |
| **Pushing** – required to exert force up to \_25\_\_ lbs so that an object can be moved away.  |  | X |  |  |
| **Pulling** – required to exert force up to \_25\_\_ lbs so that an object can be moved towards employee.  |  | X |  |  |
| **Climbing** – required to climb and work in overhead areas.  | X |  |  |  |
| **Balancing** – required to move between objects or work in overhead areas.  | X |  |  |  |
| **Stooping** – required to bend forward by bending at the waist.  | X |  |  |  |
| **Kneeling** – required to move or support self on knees. | X |  |  |  |
| **Crouching** – required to bend the legs or spine.  |  |  |  |  |
| **Crawling** – required to work in confined space and move about on hands and knees.  | **X** |  |  |  |
| **Reaching** – required to use hands and arms to reach for or place objects.  |  | X |  |  |
| **Feeling** – required to discriminate between varying textures.  | **X** |  |  |  |
| **Grasping** – required to pick up objects with fingers.  | X |  |  |  |
| **Substantial Movements** – required to perform substantial movement (motions) of the wrists, hands, and/or fingers. | X |  |  |  |
| **Eye, Hand, Foot Coordination** – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.  | X |  |  |  |
| **Motor Coordination Skills** – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.  | X |  |  |  |
| **Color Determination** – required to identify colors through vision.  | **X** |  |  |  |
| **Near Acuity** – required close, clear vision with or without correction. |  |  | **X**  |  |
| **Depth Perception –** required to distinguish depth.  |  |  | **X** |  |
| **Tasting** – required to distinguish differences in quality of flavors using the tongue.  | **X** |  |  |  |
| **Smelling** – required to distinguish differences in quality or type of odors using the nose.  | X |  |  |  |
| **Workplace Environmental Conditions** |
| **Noise Conditions** – exposed to sound levels sufficient enough to cause hearing loss or fatigue. | **X** |  |  |  |
| **Extreme Heat** – exposed to high temperatures that result in significant body discomfort. | **X** |  |  |  |
| **Extreme Cold** – exposed to low temperatures that result in significant body discomfort.  | **X** |  |  |  |
| **Vibration** – exposed to repetitive vibrations.  | **X** |  |  |  |
| **Atmospheric Exposures** – exposed to dusts, fumes, vapors or mists that could affect health.  | X |  |  |  |
| **Other** |
| **Health Conditions:** Exposed to diseases and infections associated with children. | X |  |  |  |
| **Hearing:** requires ability to hear well enough to converse with staff and vendors. |   |  |  | **X** |
| **Speaking:** requires the ability to converse with staff and vendors. |   |  |  | **X** |

**Supervisor’s Approval: President/CEO's Approval:**

| **Other Requirements** |
| --- |
|  |

Signature Date Signature Date

**Employee's Acknowledgement:**

I have received, reviewed and fully understand the job description for the Prevention Specialist. I further understand that I am responsible for the satisfactory execution of all duties identified therein, under all conditions as described. I acknowledge LACC's right to amend, change, and alter my actual job duties as well as update this job description as needed.

Signature Date

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of LACC.