



## **Job Description**

**Title:** Prevention Specialist

**Reports to:** Manager of Prevention Services

**FLSA Status:** Non-Exempt

**Work Hours:** Full-time 8:30 a.m. to 4:30 p.m. (37.5 hours per week)

### **Summary:**

Under the direct supervision of the Manager of Prevention Services, the Prevention Specialist is responsible for providing direct services in a community and/or school-based setting. The Prevention Specialist complies with OASAS Prevention guidelines in providing: service coordination, substance abuse prevention and intervention programs, gambling prevention and intervention programs, social skills presentations, community outreach programs and other areas which contribute to the agency's mission.

### **Specific Responsibilities:**

- Provides prevention education through the use of evidence-based programming in a group or classroom setting to address risk and protective factors identified within the community.
- Conducts assessment of clients and, with client input, develops an individualized service plan based on risk reduction. Provides brief individual counseling and when necessary, make referrals.
- Maintains client records and service data as required by agency, funders and regulators.
- Participates in trainings, in-services and workshops to maintain knowledge in substance use/abuse and gambling prevention among youth.
- Attends program meetings and provides program/project reports as assigned.
- Promotes integrated services within the agency.
- Establish and maintain professional relationships with staff of schools, educational agencies and community based organizations.
- Participates in supervision with supervisor.

### **Job Requirements:**

- BA/BS in human services/education/health or a related discipline.
- One year of work experience working with youth and one year of counseling work experience.
- Experience providing public presentations preferred.
- Proficiency in oral and written communication, as well as organizational skills.
- Competency in Microsoft Office.
- Demonstrated ability to work effectively both independently and as a member of a team.
- Demonstrated ability to function in an ethical and professional manner.
- Ability to receive clearance from the NY State Central Registry and Statewide Exclusion List.
- Requires a valid driver's license, access to reliable transportation and pass a driving background check.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 35 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor staff and youth activities, and complete records.
- Must be able to travel as needed frequently getting in and out of a car.
- Must be able to sit at a computer for extended periods of time.

**The Community Place of Greater Rochester, Inc. is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran**