



*Strengthening Community, One Person, One Family at a Time*

## **JOB ANNOUNCEMENT**

**Title:** Prevention Counselor  
**Supervisor:** Director of Prevention Services  
**Work Hours:** 37.5 hours/week  
(M-F 8:30am – 4:30pm)

**FLSA:** Non-Exempt  
**Classification:** Full-Time  
**Pay Rate:** \$18.50-19.50/hr

### **Summary**

Under the direct supervision of the Director of Prevention Services, the Prevention Counselor is responsible for providing direct services in a community and/or school-based setting. The Prevention Counselor complies with Office of Addiction Services and Supports (OASAS) 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.

### **Essential Job Duties**

- Coordinate and provide prevention education through the use of evidence-based programing in a group or classroom setting to address risk and protective factors identified within the community.
- Conduct assessment of clients and, with client input, develop an individualized service plan based on risk reduction; provide brief individual counseling and, when necessary, make referrals.
- Maintain client records and service data as required by agency, funders, and regulators.
- Participate in training, in-services, and workshops to maintain knowledge in substance use/abuse and gambling prevention among youth.
- Attend program meetings and provide program/project reports as assigned.
- Promote integrated services within the agency.
- Establish and maintain professional relationships with staff of schools, educational agencies, and community-based organizations.
- Participate in supervision with supervisor.
- Other related duties as deemed necessary or as required.

### **Knowledge, Skill and Abilities**

- Experience providing public presentations preferred.
- Excellent verbal and written communication skills.
- Excellent organizational and interpersonal skills.
- Competency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher).
- Demonstrated ability to work effectively both independently and as a member of a team.

- Demonstrated ability to function in an ethical and professional manner.
- Demonstrated ability to relate and interact with diverse clients coming from different social, economic, and ethnic backgrounds.
- Maintain the highest standards for the organizations and maintain confidentiality of documents, communication, and meetings.

**Physical Elements**

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 constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time.

**Qualifications**

- Bachelor’s Degree required.
- One (1) year of work experience with youth and one (1) year of counseling work experience required.

*I have read, understand, and been given the opportunity to ask questions about the duties of my position:*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.  
We are an Equal Opportunity Employer.*