

Region V Systems

JOB DESCRIPTION

Position:	Prevention Specialist
Reports to:	Prevention Director
Supervisory Responsibilities:	None
Work Schedule:	Full Time (40 hours per week)
Salary Grade:	Grade 6 (Compensation Schedule #1)
FLSA Status:	Non-exempt
Last Revised:	November 2017

I. GENERAL FUNCTIONS

The Prevention Specialist provides community strategic planning for substance abuse and related risk factors, proposal writing, resource identification, and technical support to coalitions, community members, and prevention providers within Region V communities. The Prevention Specialist assists in implementing the federal strategic prevention framework utilizing the six federal strategies for substance abuse prevention and related risk factors.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

A. *Planning and Development*

1. Develop program plans to directly or indirectly address alcohol, tobacco, and other drug (ATOD) abuse prevention efforts, including related risk factors.
2. Assist in the implementation of technical assistance plans to strengthen community resources, capacity, and strategic planning for prevention efforts.
3. Facilitate the implementation of a data-driven logic model planning processes within communities to establish clear direction for addressing community substance abuse and related risk prevention needs.
4. Assist Region V Systems in identifying funding resources and preparing applications for alcohol, tobacco, and other drug prevention-related programs.
5. Monitor resource development activities to assure they are compatible with the data-driven prevention needs identified.
6. Facilitate group discussion and planning as needed, and identify and/or provide resource development-related training to communities and respective coalitions, identifying local risk and protective factors specific to substance abuse and related risk factors.

B. Training and Technical Assistance

1. Provide technical assistance for local assessment of community needs and available community ATOD and related risks prevention resources.
2. Provide technical assistance to the Region V Mini-Grant applicants.
3. Plan and implement regional youth activities and events in partnership with other prevention staff, FYI staff, the Youth Action Board, and regional community partners.
4. Inform community coalitions of programs, resources, and funds available to them in the state, county, and neighboring communities.
5. Provide or facilitate model program training to build community capacity to implement evidence-based prevention programming.
6. Prepare and disseminate public information materials to provide current ATOD and related risks prevention information.

C. Administrative

1. Represent Region V Systems in discussions with citizens' groups, professionals, and local officials.
2. Assist in the development of strategic plan for the Region V Systems Prevention Initiative.
3. Participate in data collection and monitoring to attain systems and coalition program outcomes.
4. Complete reports and maintain files relating to community/resource development.
5. Confer with key community officials, agencies, and other interested groups in the Region to foster and improve working relationships and obtain support for prevention priorities and goals.
6. Oversee community coalition building and program development.
7. Assist with special projects as assigned by Prevention Director and/or Regional Administrator.

III. OTHER NON-ESSENTIAL DUTIES

- Other duties as assigned.
- Actively participate in CQI team(s) and related activities.

IV. REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Ability to prepare grant proposals and perform related technical writing.
- Knowledge of prevention principles and practices, logic model planning, and model programming.
- Ability to speak to others to convey information effectively, especially in a public speaking setting such as group presentations.
- Ability to provide Nebraska Substance Abuse Prevention Training to coalitions within the Region V service area as well as throughout the state of Nebraska.
- Ability to instruct and teach others how to do something, motivating and developing others through self-designed training curriculum and/or external presentations.

- Ability to comprehend knowledge and research from various trainings and relay that information effectively to communities.
- Ability to engage communities with diverse cultures, sectors, and populations.
- Excellent oral, written, and interpersonal communication skills.
- Proficient word processing skills, with knowledge of Microsoft Office Pro (Word, Access, Publisher, Excel, and PowerPoint) software.
- Ability to work independently, handle multiple projects simultaneously, and prioritize responsibilities to effectively manage time to meet necessary deadlines as directed.
- Ability to maintain effective working relationships with supervisor, peers, co-workers, business stakeholders, and the public.
- Ability to read and understand information and ideas presented orally and/or in writing to complete assigned tasks.
- Ability to write, speak, and understand English as necessary to effectively perform position and to communicate with supervisors, employees, or clients the incumbent works with based on the assumption that such individuals can only write, speak, and understand English.
- Willingness and ability to be a team player.
- Valid Nebraska driver's license, current vehicle insurance, and access to reliable transportation.

V. EDUCATION & EXPERIENCE

- Bachelor's degree in human services or related field, or any equivalent combination of training and experience which provides the desirable knowledge, skills, and abilities.
- Completion of the Nebraska Substance Abuse Prevention Training (or ability to complete at next available bi-annual training date).
- 3 years' experience in substance abuse prevention and related mental health risks.
- Experience organizing and facilitating trainings and presentations.
- Experience in community/coalition development and coordination, group facilitation, training, youth leadership development, implementation and evaluation of evidence-based strategies.
- Experience preparing Requests for Proposals (RFP) and administrating proposal review processes.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

- Work is performed in Region V Systems' 16 counties in southeast Nebraska.
- Ability to travel statewide is required (includes but not limited to: state-required meetings and trainings, Network Provider visitations, and any other meetings required of this position as directed by the RGB or the Department of Health and Human Services). Occasional travel to attend out-of-state conferences may be required.
- Responsibilities will require an adjusted work schedule, overtime, and evening/weekend hours in order to meet business needs of the organization.
- Performance of certain job responsibilities in this job description may be enhanced by or may require the use of a cell phone.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the policy and procedures manual is a contract for employment.

Employee Signature

Date

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