
Job Title:	Prevention Specialist	Job Group:	Union
Department:	Building Based	FLSA Status:	Exempt
Reports To:	Building Principal	Date:	August 2024

Job Summary: The Prevention Specialist interacts with students, faculty, and parents to raise awareness of substance abuse issues and other high risk behavior utilizing prevention and counseling techniques.

Essential Functions:

- Provides assessment and treatment recommendations for referred students.
- Individual drug/alcohol counseling for students when indicated.
- Organize and lead drug and alcohol group counseling as needed.
- Organize and facilitate drug free activities for students.
- Train students to help increase awareness of drug and alcohol prevention strategies.
- Allocate and facilitate spending of applicable grants.
- Meet with parents to provide education and support around drug, alcohol and other health issues.
- Assess and facilitate fulfillment of training needs for faculty and staff.
- Follow up on disciplinary referrals with appropriate prevention/awareness education.
- Organize and lead individual/group counseling around high risk behaviors and healthy decision making.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Master's degree in counseling, social work or related field
- Certification as an addictions counselor or apprentice
- Licensed or eligible/working towards LCSW certification
- Experience in community prevention work
- Experience working with children and youth with the ability to engage with teenagers
- Skills in substance abuse assessment, evaluation, and recommendations
- Knowledge of available community resources

Required Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Language Skills. Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to present information to and respond to questions from students, administrators, parents, peers, board members and the general public.
- Reasoning Ability/Mental Requirements. Ability to perform highly complex and varied tasks requiring independent knowledge, its application to non-routine situations as well as

exercise of independent judgment.

- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively, collaboratively and effectively with peers, subordinates, supervisor, parents, and outside agencies. Ability to effectively handle stressful situations and resolve conflicts.

Tools/Technology Requirements: Experience and proficient computer skills in word processing, spreadsheet, and database programs required. Knowledge of web-based applications for special education paperwork management and compliance.

Physical and Mental Demands: In general, a moderate degree of physical stamina is required to perform the essential functions of the job. The employee is regularly required to move around the office. Prolonged periods of sitting in front of a computer, reading, and keyboarding are often necessary. Stress can result from deadlines, conflicts, and other daily occurrences. The employee frequently reaches with hands and arms, with some bending and twisting to access file cabinets, office machinery and supplies. Close visual acuity is necessary.

Work Environment: Work is normally performed in climate controlled environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*