

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

SUBSTANCE USE PREVENTION SPECIALIST (Grant Position)

QUALIFICATIONS:

- * (1) Licensed clinical social worker, licensed marriage and family therapist, or licensed mental health counselor within the state of Florida as defined in Chapter 491, F.S. and a valid Florida driver license.
- * (2) Minimum of three years experience working in a school setting, community-based mental health/substance use services or in a related social services field.

KNOWLEDGE, SKILLS AND ABILITIES:

- * (1) Knowledge of children and family systems.
- * (2) Knowledge of substance use community-based agencies for services available to children and families.
- * (3) Knowledge of the substance use referral process for accessing services available to children and families.
- * (4) Knowledge of HIPAA and CFR42 Federal Regulations
- * (5) Skilled at relating to children, teens, and families.
- * (6) Skilled at being proficient in conducting student and parent meetings.
- * (7) Skilled at counseling families regarding substance use services to help students identified as at-risk for substance use/abuse.
- * (8) Skilled at acting as a liaison between substance use community-based agencies, home, and schools.
- * (9) Requires the ability to display knowledge of applicable federal, state, and local statutes, regulations, policies, and professional code of ethics.

REPORTS TO:

Coordinator of Counseling Services

JOB GOAL

To provide information and assistance that fosters healthier school communities where students are empowered to make informed choices and lead substance-free lives by implementing a comprehensive substance use prevention program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Plan and implement activities designed to meet the mandate for substance use/abuse education. These activities will include, but are not limited to, assemblies (K-12), in-lieu programs, Know the Law program, substance use prevention campaigns/groups.
- 2) Assist schools in substance use referrals for students identified as at-risk for substance use/abuse. *
- 3) Conduct parent conferences to share information related to substance use.

SUBSTANCE USE PREVENTION SPECIALIST (Continued)

- 4) Act as liaison to plan and implement activities between Flagler Schools and various substance use agencies such as; Tobacco Free Florida, Department of Juvenile Justice, Flagler Drug Court. *
- 5) Conducts parent education meetings and/or dissemination of information regarding child management, social, and community resources related to substance use. *
- 6) Facilitate the monitoring of services, referrals, resources and other activities designed to improve the functioning of students and families that have been identified as at-risk for substance use. *
- 7) Perform crisis intervention services as part of the Crisis Response Team.
- 8) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- 9) Perform other incidental tasks consistent with the goals and objectives of this position.
- 10) Complete mandatory initial, and annual, training and new employee documentation identified by this grant's fund source including, but not limited to; HIPAA Basics and a variety of Department of Children and Family documentation and training.
- 11) Maintain appropriate reports and record keeping procedures to document activities contained within this job description to include Department of Children and Families, Performance Based Prevention System within 48 hours of the service.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: This is a grant-funded position. At the completion of the grant, the District will be under no obligation to continue the position. Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Salary Lane: Instructional IB8

Approved 12/17/2024