

POSITION ANNOUNCEMENT

JOB TITLE: Prevention Specialist

RATIONALE: This position serves as a member of the Human Resources Center of Edgar and Clark Counties Prevention Department focusing on the prevention of alcohol and other drug use among the youth of our community in both Edgar and Clark Counties. This Department of Human Services, Substance Use Prevention Program (DHS SUPP) funded full-time position will assist in the coordination and delivery of youth prevention education and leadership development efforts. Education includes Too Good for Drugs (TGFD) Youth Prevention Education (YPE) curriculum for 6th and 7th graders. The TGFD curriculum takes place in the in our local schools. The Prevention Specialist also schedules and delivers presentations for classrooms at the middle school and high school level related to a variety of prevention topics, including alcohol prevention, e-cigarettes and vaping prevention, and prescription medication safety. This position will also facilitate a Youth Advisory Committee (YAC) comprised of high school students focused on delivering two activities for SAMHSA National Prevention Week, one focused on underage drinking and alcohol misuse, and the other focused on misuse of prescription and opioid medications. YAC members are also involved in other leadership activities in the school and community.

DESIRABLE QUALIFICATIONS:

1. Bachelor's degree in human services field or equivalent training and experience preferred
2. Ability to maintain accurate complete records of programs and projects and any other necessary documentation.
3. Strong presentation/teaching skills and knowledge of classroom management skills
4. Strong organizational and project management skills.
5. Strong interpersonal and communication skills
6. Strong computer and technology skills.
7. Knowledge of youth leadership development.

MINIMUM QUALIFICATIONS:

1. Ability to pass pre-employment background checks, including but not limited to a FBI criminal background check and drug testing.
2. Associates Degree or High School Diploma and 3 years related experience

PAY GRADE LEVEL: III**EXEMPT/NON-EXEMPT STATUS:** Non-Exempt**PHYSICAL REQUIREMENTS:**

1. Stand, walk, sit, 11-40% of the time.
2. Climb stairs, stoop, kneel, crouch, crawl, twist, bend, 11-40% of the time.
3. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
4. Driving/operating vehicles, 41-75% of the time.
5. Talking and hearing for ordinary conversation, 76-100% of the time.
6. Hearing for ordinary conversation 76-100% of the time.
7. Visual acuity for 20" or less or for 20" or more, 76-100% of the time.

HOURS: Full Time: 36-40 Hours per week, Exempt (some weekends or evenings for events)**AVAILABLE:** 07/1/2020**SUPERVISOR:** Prevention Coordinator**HOW TO BECOME AN APPLICANT:**

Internal Applicants: must submit a letter of interest while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

External Applicants: 1. Must submit a completed application that identifies this position as the one being applied for to Angela Edmonds (via fax, E-mail, mail, or in person), 2. meet the minimum qualifications for the position, & 3. Application must be received while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

PLEASE POST

*** for internal or external Applicants*** Page 2 of 2

CONTACT: Angela Edmonds, Director of Human resources
Human Resources Center of Edgar and Clark Counties
PO Box 1118; 118 East Court Street; Paris, IL 61944
Angela.Edmonds@HRCEC.org; 217-465-4118x1249