

Teton County Health Department

JOB DESCRIPTION

Position Title:	Prevention Specialist		Tier:	
Agency:	Teton County Health Department	Reports to:	Public Health Director	
Employment Status:	Full Time	Pay Grade:	\$18.00/hr	FLSA Status: Non-exempt

Position Summary:

The Prevention Specialist leads and facilitates efforts of the Teton County Community Alliance for Resiliency and Educational Support (CARES). Responsibilities include prevention education, intentional organization, media plan campaign development, technical assistance, program implementation, and collaboration with public health, healthcare providers, mental health, faith organizations, social services, community groups, schools, law enforcement, businesses, and other concerned parties to identify, prioritize, implement, and evaluate strategies that address substance use issues in Teton County. This position is responsible for reporting data specific to prevention plans and performs other administrative duties as required.

This position is funded by a grant from Alliance for Youth. Services at any given time, and are subject to change as the initiatives and projects evolve.

Essential Duties:

- Coordinate and facilitate meetings with the Teton County CARES.
- Formalize partnerships within the Teton County CARES through the development of by-laws, Memorandums of Understanding, and Board of Directors.
- Lead the Teton County CARES in assessment efforts to better understand the issue of substance use disorders in Teton County.
- Facilitate the selection of an evidence-based strategies to address the needs of Teton County.
- Lead the Teton County CARES in the implementation and evaluation of this selected strategy or strategies.
- Develop and conduct educational presentations on alcohol and prescription drug abuse prevention to community and youth groups.
- Provide training and presentations to community groups, agencies and youth on substance abuse prevention topics.
- Provide technical assistance and participate in local coalitions with common goals around substance abuse prevention.
- Facilitate and/or provide media literacy and merchant education training while collecting data on attendance records.
- Assist with development of a Regional Media Plan by providing technical assistance and implementation in coordination with other local prevention coalitions/organizations.

- Consult, support and work with local prevention staff in planning and implementation of environmental prevention strategies.
- Record and report data as required by the grant.
- Develop and update prevention plans as required for grant.
- Comply with policies and procedures including client confidentiality, state administrative rules, and federal policies as they relate to applicable programs.
- Maintain all program records in a professional and timely manner and in accordance with programmatic and state requirements.
- Attend and participate in all required meetings as required.
- Attend and participate in all contract-required prevention training.
- Other duties as assigned.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. In the event of a public health emergency, you shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Director or designee, (2) Lead Public Health Nurse, or (3) a member of the Commissioner’s office. Perform public health emergency response duties as assigned and consistent with training provided.
- Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Promote a work environment where continuous quality improvement in professional practice is pursued.
- Contribute to ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals, and members of the community.
- Participate in community assessment; can distinguish between qualitative and quantitative community assessment data; understand incidence and prevalence data; know how to access basic community epidemiological data.
- Assume responsibility for own professional growth and development by pursuing education, and participating in professional committees and work groups.

Minimum Qualifications:

Education and Licensing

- College graduate or equivalent
- Two years of experience in working with adolescents, families and community organizations in the prevention field
- Current CPR certification.
- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certification within six (6) months of employment.
- Valid Montana drivers’ license.

Knowledge and Skills

- Knowledge of risk and protective theory of prevention, strategic prevention framework (SPF), youth development and asset-building strategies and approaches to prevention services, community organizing, school operations, and local youth service organizations and coalitions.
- Working knowledge of the core functions and essential services of public health.
- Interpersonal communications, group process, and facilitation skills.
- Working knowledge of the effects of drug and alcohol abuse and substance abuse treatment programs and prevention methods and techniques.
- Working knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance abuse prevention.
- Working knowledge of the basic community resources and organizations.
- Working knowledge of program development and evaluation.
- Working knowledge of education methods and materials including teaching methods and curricula design.
- Some knowledge of grant proposal writing and budgeting techniques.
- Working knowledge of social marketing principles, public information, and mass media.
- Excellent oral and written communication skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrated ability to use a wide range of audio visual equipment.

Work Environment:

May need to work a flexible schedule including some evenings and weekends (per program requirements). Able to travel to attend training opportunities and events.

Essential Duties will be performed in health department facilities, as well as community sites potentially including schools, workplaces, and county facilities. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to fumes, airborne particles, insects and other disease vectors, and communicable diseases.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:

Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions. Exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability must be sufficient enough to read typewritten documents, computer screen, and drive a car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

Reasonable Accommodation Definition:

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or

to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

Employee Signature _____

Date _____