

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PREVENTION SPECIALIST I

Posting # 5358-0618ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 26 – 32, \$17.45 - \$20.09, \$1,396.30 - \$1,606.82 Bi Weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: June 25, 2018

CLOSING DATE: *Open Until Filled

*All applications received by July 2, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs para-professional work to support the development, design, coordination, and administration of drug and alcohol prevention and intervention activities in Utah County. Expedites day-to-day processes related to providing direct services to all age groups within community agencies such as juvenile justice, school districts, state agencies, and community coalitions. Coordinates and assists in the evaluation and adjustment of prevention programs, strategies, and policies. Works under close supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee, perform, or assist in coordinating activities specific to assigned program, plan, or grant as assigned.
2. Assess drug and alcohol prevention needs and assist in developing public policy and legislation.
3. Assist in developing comprehensive drug and alcohol prevention plans based on the needs of Utah County communities.
4. Assist in the coordination of national campaign promotions for Utah County residents.
5. Assist in the designing and implementing drug and alcohol prevention programs in accordance with comprehensive local health plans about drug and alcohol use and dependence.
6. Assist in designing and implementing school curricula, community classes, and public education; Organize and maintain the Prevention Resource Center as assigned.

7. Assist in designing and implementing programs to reduce injuries from unintentional injuries or loss and injury from drug and alcohol related mishaps, and conduct surveys to detect associated behavioral changes.
8. Evaluate the helpfulness and impact of drug and alcohol prevention education programs.
9. Support comprehensive prevention services throughout the county through disseminating information, assist in education and consultation services, and network with other agencies or groups.
10. Assist in implementing the performance plans of grants and helps prepare annual renewal plans.
11. Monitor contracts with outside agencies for drug and alcohol contracted programs and services.
12. Respond to public health emergencies as required by the department or division administration; carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.
13. Maintain current competence with evidence based prevention practices and drug use trends by attending and completing required training and technical reading.
14. Obtain and keep current any certifications and licensure that may be required for this position now and in the future.
15. Complete all prevention related documentation and data collection as required by the state contract including community assessments, resource and program assessments, and program planning and evaluations.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of the drug and alcohol risk and protective factor model

Knowledge of the principles of human behavior modification

Knowledge of drug and alcohol prevention and treatment terminology, methodology, organization, and practices

Skilled in written and verbal communication and interpersonal relations

Skilled in Microsoft Office

Ability to establish and maintain effective working relationships with those contacted during the course of work activities

Ability to write technical reports, develop curriculum, and make effective presentations

Ability to be an active member of a team

REQUIREMENTS FOR EMPLOYMENT:

1. Bachelor degree in health, behavior or social science or a closely related field
2. Equivalent combinations of education and experience may also be considered

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.