

*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 IS BASED ON GRANT FUNDING**

**POSITION: SUBSTANCE ABUSE PREVENTION SPECIALIST I**

Posting# 995358-0413md

#### **REQUIRED ATTACHMENTS:**

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 26; \$1326 bi-weekly** (plus benefits package)

**OPENING DATE:** April 11, 2013

**CLOSING DATE:** April 25, 2013

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months*

**For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>**

#### **JOB SUMMARY:**

Performs para-professional work in assisting in the development, design, coordination, and administration of substance abuse prevention 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

#### **DUTIES INCLUDE:**

**Assists** in developing comprehensive substance abuse prevention plans based on the needs of Utah County communities.  
**Assists** in the coordination of national campaign promotions for Utah County residents.  
**Assists** in designing and implementing substance abuse prevention programs in accordance with comprehensive local health plans about substance abuse and dependence.  
**Assists** in designing and implementing school curricula, community classes, and public education; Organizes and maintains the Prevention Resource Center as assigned.  
**Disseminates** substance abuse information for the various divisions of the County Health Department; educates and consults with the various divisions, and/or assists in bringing together comprehensive prevention services throughout the county by assisting in consultation services and networking with other agencies or groups.

#### **EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** The substance abuse risk and protective factor model; the principles of human behavior modification; substance abuse prevention and treatment terminology, methodology, organization, and practices;  
**Skill in:** Written and verbal communication and interpersonal relations; computers and various software programs such as Word Perfect, Word, Excel, Power Point, Publisher.  
**Ability to:** Establish and maintain effective working relationships with those contacted during the course of work activities; write technical reports, develop curriculum, and make effective presentations; be an active member of a team.

#### **REQUIREMENTS FOR EMPLOYMENT:**

Bachelor degree in health, behavior or social science or a closely related field. 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.**

#### **LICENSING AND CERTIFICATION:**

Incumbent must possess a current valid 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 all required attachments to the Utah County Office of Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

