

POSITION: PREVENTION SPECIALIST I

Posting # 995358-0517ksa

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

FULL TIME POSITION BASED UPON GRANT FUNDING

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY RANGE: Step 26 – Step 32 \$16.91 - \$19.46 hourly / \$1,353 – 1,557 biweekly
Salary will be determined upon experience and or education

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

OPENING DATE: May 12, 2017

CLOSING DATE: May 26, 2017

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.

DUTIES INCLUDE:

Oversees, performs, or assists in coordinating activities specific to assigned program, plan, or grant as assigned. Assesses drug and alcohol prevention needs and assists in developing public policy and legislation. Assists in developing comprehensive drug and alcohol prevention plans based on the needs of Utah County communities. Assists in the coordination of national campaign promotions for Utah County residents. Assists in the designing and implementing drug and alcohol prevention programs in accordance with comprehensive local health plans about drug and alcohol use and dependence. Assists in designing and implementing school curricula, community classes, and public education. Organizes and maintains the Prevention Resource Center as assigned. Assists in designing and implementing programs to reduce injuries from unintentional injuries or loss and injury from drug and alcohol related mishaps, and conducts surveys to detect associated behavioral changes. Evaluates the helpfulness and impact of drug and alcohol prevention education programs. Supports comprehensive prevention services throughout the county through disseminating information, assisting in education and consultation services, and networking with other agencies or groups. Assists in implementing the performance plans of grants and helps prepare annual renewal plans. Monitors contracts with outside agencies for drug and alcohol contracted programs and services.

Responds to public health emergencies as required by the department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

Maintains current competence with evidence based prevention practices and drug use trends by attending and completing required training and technical reading.

Obtains and keeps current any certifications and licensure that may be required for this position now and in the future.

Completes 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.

The principles of human behavior modification.

Drug and alcohol prevention and treatment terminology, methodology, organization, and practices.

Skill in:

Written and verbal communication and interpersonal relations.

Microsoft Office.

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.

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.