

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PREVENTION SPECIALIST I/II
CLASS CODE: I – 5358 II - 5357

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 2/1/2017 (REVISED 06/24/2015 VERSION)
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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.

CLASS CHARACTERISTICS

Prevention Specialist I: 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.

Prevention Specialist II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

ESSENTIAL FUNCTIONS

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.

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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.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

PHYSICAL DEMANDS

Regularly:

Sits at a desk.

Walks, stands, or stoops.

Drives a motor vehicle.

Lifts or otherwise moves objects weighing up to 50 pounds.

Works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or environmentally controlled room. Work may expose incumbent to contagious or infectious diseases. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work occasionally requires traveling out-of-area and working flexible hours including weekends and evenings.

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EDUCATION AND EXPERIENCE

Prevention Specialist I: Bachelor degree in health, behavior or social science or a closely related field. Equivalent combinations of education and experience may also be considered. Selected applicants are subject to, and must pass, a full background check.

Prevention Specialist II: Bachelor degree in health, behavior or social science or a closely related field and two (2) years of work experience in substance abuse program. Equivalent combinations of education and experience may also be considered. Selected applicants are subject to, and must pass, a full background check.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Prevention Specialist I: Incumbent must possess a current driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

Prevention Specialist II: Incumbent must possess a current driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

Incumbent must be licensed, at a minimum, as a substance abuse disorder counselor (SUDC) or social service worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60) and/or be certified as a prevention specialist (CPS) or certified as a health education specialist (CHES).

Incumbents must possess or obtain Prime for Life certification during the probationary period for new hires or during the trial period for County employees promoted into this classification through a competitive recruitment process. County employees being reassigned, transferred or promoted through career ladder advancement to this classification must possess Prime for Life certification upon reassignment, transfer or career ladder promotion.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 4) have written recommendation from the department head, and 5) receive approval from the Director – Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.