

## **SUMMARY**

This is a professional position under the immediate supervision of one of the NCADA coordinators, the secondary supervision of the Director of Prevention Education, and under the ultimate supervision of the Executive Director of the NCADA– St. Louis Area. This position involves providing prevention services in school and community settings and working with the agency prevention staff in developing, planning, delivering, evaluating, and promoting prevention programming.

## **RESPONSIBILITIES**

1. Participate as a team member in the formulation and promotion of agency programs, interests, goals and objectives.
2. Participate as a team member in planning efforts to implement specific goals of individual prevention programs. Meet with supervisors and other prevention specialists to provide coordinated and comprehensive prevention services.
3. Train students, teachers, parents, youth workers, members of community, civic, religious, health care, and/or law enforcement organizations. Training audience will be determined by the prevention specialist's program assignment.
4. Participate in community outreach to advance the goals of program assignments or issues of interest to NCADA or our constituency. This includes creating school and community contacts for: teaching, making presentations, and implementing programs.
5. Initiate opportunities and respond to requests from school and community groups by networking, developing new programs, and educating their constituencies.
6. Utilize existing tools that track and measure the impact of programs for internal evaluation purposes and for reporting to the program's primary funding source.
7. Attend all meetings and trainings required by the position.
8. Keep accurate records and documentation.
9. Stay abreast of current information in the field to deepen knowledge and ability to work with students/faculties/parents.
10. Respect and cooperate with Agency policy regarding professionalism and accountability on all aspects of the job.
11. Develop and maintain excellent working relationships with our constituency, peers, supervisors, and support staff.
12. Perform all work-related duties as assigned.

### **PERSONAL ATTRIBUTES**

1. A high degree of maturity and emotional stability.
2. The ability to maintain effective and cooperative relationships with volunteers, other staff members, schools, community organizations and groups, and all other entities that comprise our constituency.
3. A high degree of judgment and leadership.
4. A high degree of cooperative spirit to work as a team member.
5. The ability to organize well, work with details, and follow through.
6. Some degree of flexibility with regard to weekend and evening hours.
7. An interest in personal and professional growth and the desire to seek supervision and knowledge to assist in this process.
8. A demonstrated enthusiasm for a fast-paced position.
9. A willingness to consistently pitch in and do "whatever it takes" to get a job done: assist colleagues, respond promptly to peers or supervisory requests, enthusiastically implement existing/new lessons/programs, arrive early with energy for getting a program started.

### **SPECIALIZED KNOWLEDGE, EXPERIENCE AND TRAINING**

1. Bachelor's degree or master's degree in education, psychology, social work, community organization, counseling, human services, or related field.
2. Knowledge about substances, substance use disorders, family disease, related problems, community organization or whatever topics are pertinent to a particular program assignment.
3. Previous training or experience in teaching, public speaking, social services, minority relations, counseling, youth programming preferred.
4. Experience in writing lessons or other program materials.