

# Prevention Specialist Job Description

**Job Title:** Prevention Specialist

**Job Type:** Full time (40 hrs. /week)

**Reports To:** Supervisor

## General Position Summary:

1. Ensure effective and professional program facilitation to community youth and families.
2. Assist with the development, implementation, and evaluation of various prevention programs.

## Principle Duties and Responsibilities:

1. Facilitate research-based programming to “at-risk” community youth and families with program fidelity.
2. Attend ongoing program meetings and training.
3. Model professional, responsible behavior always.
4. Copy and prepare written materials, supplies, etc. for each program session.
5. Maintain accurate, complete records of programs and projects (including program sign-in sheets and completed participant pre/posttest evaluations) to provide the Supervisor with monthly status reports.
6. Implement Media Campaigns
7. Update the Supervisor of any problems associated with a program session including staff issues, low program attendance, tardiness, etc. within 24 hours of the session.
8. Utilize database to record program attendance and demographics.
9. Assist with the development of documents and reports.
10. Organize and provide presentations to community agencies, schools, or businesses on prevention issues.
11. Provide health information at local parades and health fairs.
12. Uphold the overall mission and goals of Prevention Partnership, Inc.
13. Provide other support consistent with job roles assigned.

## Minimum Requirements:

1. An understanding of “at-risk” youth
2. Interpersonal, written, and verbal communication skills.
3. Time management skills
4. Computer proficient, including Microsoft Office, Word, Excel, internet, and e-mail.
5. Community-based outreach, education, and communication

**Education:** Requires any combination of education and experience equivalent to a bachelor’s degree in social service, outreach, adolescent development, and counseling with a minimum of two years’ experience in the field; Prevention Specialist or actively obtaining certification.

- Entry level position
- Salary range \$35-41K with benefits
- Service Area: Chicago
- Valid Driver’s License
- Reliable Personal Vehicle
- Valid Auto insurance



Please submit resume to: Novella Bates @ nbates@p2online.org