



## Cow Creek Government Office

### Position Description

**Position Title:** Prevention Specialist

**Department:** Behavioral Health

**Reports To:** Behavioral Health Operations Manager

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

Prevention Specialist serves as a catalyst in the community for partnership development and coalition building. Responsible for activities to achieve the goals of the Cow Creek Band of Umpqua Tribe of Indians. The primary focus is to be a resource and to coordinate, mobilize, and sustain community prevention efforts. Implements evidence based strategies and best practice activities and events as related to the Prevention work plan. Has a significant amount of duties working developing and carrying out prevention activities.

#### **ESSENTIAL FUNCTIONS:**

- Collaborates with Behavioral Health team to coordinate evidence based strategies and best practice activities and events as related to the Prevention work plan. Developing and carrying out prevention activities. Establish procedure for documenting outcomes.
- Maintaining an efficient and complete record of all prevention grant activities on an electronic database for reporting and tracking all proposal and grant information and activities.
- Implementing the SPF framework within the prevention program plans: (Assessment, Capacity Building, Planning and Evaluation)
- Assist with grant preparation, to include grant writing assistance, research, organization, and submission of grant reports and continuation applications. As well, on a monthly basis, send electronic monthly report of all activities completed during that month to supervisor and performing timely updates, and ensuring the accuracy of information.
- Maintain public speaking skills and the ability to communicate verbally and in writing, with a wide variety of people. (i.e. Coalition (Behavioral Health Advisory Committee), Tribal Leaders, Parents, Staff, and Other Key Stakeholders.
- Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.
- Provides supports around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.
- Participates in program specific trainings and updates as needed. Drafts and recommends program specific policies and procedures.
- Plans and conducts necessary training on topics related to tobacco prevention to community
- Writes program goals and objectives, evaluation plans and submits required reports according to time lines.

#### **QUALIFICATIONS:**

- Must possess a combination of three years mental health department work experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties.
- Certified Prevention Specialist preferred, but not necessarily required.
- Qualified Mental Health Associate (QMHA) preferred or ability to become a QMHA.
- Knowledgeable in the Strategic Prevention Framework and prevention of alcohol, tobacco, and drugs.
- Ability to work with youth.
- Principles of substance abuse prevention, coalition building, assessment, planning, capacity and community development, systems development, program evaluation and community organization.
- Human service delivery as it relates to children, youth and families, federal, state and local regulations relating to fiscal and social services along with community resources and programs.
- Demonstrated ability to interview and assess clients, using appropriate assessment tools, and observe, record and report on an individual's functioning.
- Read and understand assessments, evaluations, observation, and use in developing treatment plan.
- Identify community resources and services for clients and coordinate provision of services;
- Establish effective working relationships with internal agency staff as well as with relevant community organizations.
- Interact positively with consumers and their families, work as a team member, communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.
- Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people.
- Gathering assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.