

INSTITUTE FOR HUMAN RESOURCES
Substance Use Program
Position Description
(Revised 03/28/22)

This position functions as a component of the Substance Use Disorder Department with primary responsibilities to provide the county with prevention resources as per the DHS Work Plan. This position's secondary responsibility may eventually include providing primary substance use disorder treatment services within the IHR Substance Use Disorder Program.

JOB TITLE: Prevention Specialist/Possible Future Counselor
REPORTING SUPERVISOR: Director of Substance Use Program or Prevention Supervisor
POSITIONS SUPERVISED: None
EMPLOYMENT STATUS: Full-time, Exempt
HOURS: Scheduled to work 37 ½ hours per week. Schedule will be flexible as determined by the needs of the program's work-plan. Occasional weekend and evening hours may be required.

QUALIFICATIONS:

EDUCATION: Bachelor or Master's Degree in social work, education, or related field

SKILLS:

- Ability to communicate in an articulate and professional manner through appropriate dress, spoken and written language, and demeanor.
- Superior organizational and computer skills.
- High degree of self-initiation.
- Ability to prepare and deliver interactive presentations to adults and youth.
- Ability to advertise and promote programs and events.
- Ability to network within schools, communities, and professional entities.

EXPERIENCE:

- Preferred prior job experience working with youth.

PHYSICAL REQUIREMENTS:

- Lift 25-50 pounds.
- Travel throughout county & at times throughout the State.
- Ability to project your voice in an engaging and clear manner.

OTHER:

- Must have a driver's license, a dependable, insured vehicle as well as phone.

POSITION RESPONSIBILITIES:

- Deliver comprehensive prevention services to Livingston County residents with emphasis on DHS Work Plan.
- Provide technical assistance to individuals or groups in regard to prevention services.
- Advertise and promote programs and events.
- Develop, conduct, and interpret results of needs assessment in accordance with directives by DHS.

- Collect data, interpret results, and complete program reports which include monthly Prevention Service Reports, Prevention contact log, Quarterly and Year End Report to DHS.
- Attend all mandatory training/meetings offered by DHS.
- Attend Youth Commission meetings, submit written reports, and provide verbal presentation about program outcomes.
- Attend any other trainings or meetings as directed by the SUD Program Director or Prevention Supervisor.
- Participate in scheduled weekly supervision sessions with supervisor
- Attend weekly department staffing.
- Provide assistance to outpatient staff in delivering 24-hour crisis intervention services and attend all agency staff meetings.
- Will assist SU Program Director & Prevention Supervisor in implementing other programs needed and assist in program development.
- Performs toxicology screens on a regular basis, or as needed/directed/assigned.

SAFETY RESPONSIBILITIES:

- Will cooperate with the Safety Committee as directed by supervisor.
- Will document any unusual incident and forward the report to the Executive Director, with a copy to Department Head.

TRAINING:

- Will participate in intra-agency training events.
- Will participate in staff development days.
- Will further professional growth as directed by Department head and/or supervisor.
- Will keep current in continuing education credits as required for all DHS regulations.

OTHER RESPONSIBILITIES:

- Will complete all paperwork in a timely manner as directed by supervisor.
- Will participate in agency and department meetings and events as directed by supervisor.
- Will maintain client records in accordance with SUPR, CARF and IHR standards.
- Will refer individuals to any necessary treatment or intervention services to IHR and complete all documentation in a timely manner: Progress Notes are to be completed as soon as possible not more than 7 days. Outreach, Crisis, Case Management notes should be done immediately after the event occurs to help assist other staff if situations continue to arise with that particular individual.

I have reviewed and been provided the opportunity to discuss this job description. I have received a copy of this job description. I understand that my signature on this job description does not constitute a contract between IHR and myself.

Staff Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____