

INSTITUTE FOR HUMAN RESOURCES
Substance Use Program
Substance Use Prevention Specialist
Position Description
(Revised 11/14/23)

This position functions as a component of the Substance Use Disorder Department with primary responsibilities to provide the county with alcohol, tobacco & other drug prevention resources as per the Department of Human Services (DHS) Work Plan.

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 up to 36 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 for prevention related events. (Secondary crisis obligations may necessitate additional hours.)

QUALIFICATIONS:

EDUCATION: Preferred Bachelor'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 in implementing other programs needed and assist in program development.
- Attend both Snowflurry and Snowflake events.

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: _____