

Western Montana Mental Health Center

Job Position: Prevention Specialist

Close Date: Open Until Filled

Hours: 20 hours/week

JOB SUMMARY: The Prevention Specialist tasks include Prevention Environmental Education, Intentional Organization, Media Literacy Presentations, media plan campaign development, technical assistance, program implementation, and other tasks as required through Prevention Block Grant. Responsible for reporting MDS data specific to prevention plans and other grant-specific data per individual grant specifications.

DUTIES & RESPONSIBILITIES:

1. Develop and conduct educational presentations on alcohol and prescription drug abuse prevention to community and youth groups.
2. Provide training and presentations to community groups, agencies and youth on substance abuse prevention topics.
3. Provide technical assistance and participate in local coalitions with common goals around substance abuse prevention.
4. Facilitate and/or provide regional media literacy and merchant education training while collecting data on attendance records.
5. Assist with development of a Regional Media Plan by providing technical assistance and implementation in coordination with other local prevention coalitions/organizations.
6. Consult, support and work with staff in planning and implementation of environmental prevention strategies.
7. Record and report MDS data as required by the state.
8. Develop and update prevention plans as required for grants for each county.

REQUIREMENTS:

Knowledge: Person must have knowledge of risk and protective theory of prevention, youth development and asset-building strategies and approaches to prevention services, community organizing, school operations, and local youth service organizations and coalitions.

Abilities: Must be able to work independently while utilizing a team approach. Must have ability to work with a variety of persons such as parents, youth, and other community members in a positive, strength-based approach. Must have strong interpersonal, organizational, communication, and time management skills.

Education and Experience: The preceding knowledge and abilities are typically acquired through a minimum of two years of experience in working with adolescents, families and community organizations in the prevention field and/or Bachelor's degree in a human services field.