

**Western Montana Mental Health Center  
Western Montana Addiction Services  
802 Main St, Ste C  
Polson, MT 59860  
Phone: (406) 883-7310  
Fax: (406) 883-7312**

**Position:** Prevention Specialist

**Close Date:** Until Filled

**Hours:** 30 hours/week

**Job Summary:** Perform work tasks as a prevention specialist for assigned region that relate to the state Prevention Contract for WMAS and includes Alcohol, Tobacco, and Other Drugs (ATOD) Education, Coalition Building, Media Literacy presentations, Media Plan campaign development, technical assistance and implementation, Merchant Education training assistance, SAPST host for the region and any other functions appropriate to the position of prevention specialist. Also responsible for reporting MDS data specific to the prevention plans.

**Essential Job Responsibilities:**

- Develop and conduct educational presentations on ATOD prevention to community and your groups.
- Provide training and presentations to community groups, agencies and youth on related substance abuse prevention topics.
- Provide technical assistance and participate in local coalitions with common goals around substance abuse prevention.
- Facilitate and/or provide regional media literacy and merchant education training and record and report numbers attending.
- Assist with development of a regional Media Plan by providing technical assistance and implementation in coordination with other local prevention coalitions/organizations.
- Record and report MDS data as required by state and work with Prevention Director to develop and up-date prevention plans for the region.
- Maintain all program records in a professional and timely manner and in accordance with programmatic and state requirements.

**Job Requirements:** Ability to work independently within a team approach and with parents, youth and community in a positive strength based approach. Person must have strong interpersonal, organizational, communication and time management skills.

**Education & 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. The proceeding knowledge and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in human services or related field. Experience in working with adolescents, families and community organizations in the prevention field preferred.