



OUR VISION: A world where youth are valued and empowered to stand strong.  
OUR MISSION: To create hope and opportunity by putting kids first.

# Prevention Specialist

## PURPOSE

The Prevention Specialist will promote, implement, and maintain evidence-based prevention programming for youth and/or adults in Story County. The Specialist will serve as a role model, work to establish youth led initiatives, assist established youth development groups in the service area, and work on environmental strategies within the service area as related to the goals of their position. The Specialist will also be responsible for contacting and recruiting local community businesses or agencies to employ at-risk youth, placing youth in jobs closest to their interests and/or talents, and follow-up with employers. Part of the job duties will be to provide employment skills training and mentoring. The Specialist will be responsible for record keeping and report writing as per the requirements of the various grants and other funding sources.

## FIVE MAJOR ROLES

- Accountability
- Program Delivery
- Communication
- Teamwork
- Program Planning

## SUPERVISORY RESPONSIBILITIES

Not currently.

## REQUIRED EDUCATION, KNOWLEDGE, EXPERIENCE/SKILL

- A Bachelor’s degree in education, child development, family environment, sociology or social work is required along with two years of experience.
- This may be adjusted to an Associate’s degree with four years of experience.
- Experience should include public speaking and working with youth in a group setting.
- Completion of the Prevention Specialist certification is required within 24 months of employment.

## PREFERRED EDUCATION, KNOWLEDGE, EXPERIENCE/SKILL

- A teaching certificate is preferred.
- Experience with public speaking and chemical dependency is preferred.

## WORK CONTEXT- Compensable Factors rated on a 1-5 scale of growing complexity, 5 being the highest (unless otherwise noted below)

Education	level 4
Experience	level 3
Professional Development	level 3
Responsibility for the Work of Others	level 1
Complexity of Duties	level 2
Physical Effort and Work Environment	level 1 (1-3 scale)
Responsibility for Errors	level 2
Responsibility for Confidential Data	level 3
Interaction with Others	level 2 (1-4 scale)

## PAY BAND

This position is in Pay Band 3 of the current salary scale.

## **ESSENTIAL FUNCTIONS**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Administrative:

1. Assists with implementation of all aspects of the program and funding source; that funding source may be local (city and/or state entities), state (Iowa Department of Public Health or Prevent Child Abuse Iowa), or federal (Drug Free Communities Grant).
2. Completes all units of service, statistics, and compiles records as requested by supervisor.
3. Assists in all funding progress reports.
4. Utilizes pre and post surveys as necessary outcome measurement.
5. Outreach to Story County and YSS Service providers, as it relates to Youth Employment services and your role.

### Programming:

1. Provides evidence-based prevention programs and education to community members in a number of various areas pending school and community needs. These areas are:
  - a. Substance Abuse Awareness,
  - b. Youth Employment Education,
  - c. Human Trafficking Awareness,
  - d. Healthy Relationships and Life Styles,
  - e. Suicide Prevention and others as trained.
2. Provides opportunities for youth to develop leadership skills and influence peer decision making.
3. Contact and recruit local community businesses and agencies to employ youth.
4. Interview youth applicants and do assessment of skills, education, experience and interests, so that effective job matching or appropriate service will occur.
5. Coordinate placement of youth at designated job sites and provide regularly scheduled review of progress, performance, attitudes, and future job availability.
6. Assists with activities and recruitment of members of Youth Development groups.
7. Assists with
  - a. Annual Prevention Conference,
  - b. Teen Maze event,
  - c. Prevention retreats,
  - d. and assists with other prevention activities or events as assigned.
8. Provide weekly youth employment groups at YSS Youth Residential Programs.
9. Communicate, cooperate, and coordinate activities with internal and external partners.

### Other Responsibilities:

1. Acts as a consultant and resource person for school staff and the student body within the school setting.
2. Establishes and maintains a good working relationship with the community.
3. Acts as a consultant to the school administration regarding the establishment and/or revision of policies pertaining to substance use/abuse.
4. Attends quarterly YSS trainings, staff meetings and required grant meetings.
5. Acts as consultant resource person to youth groups and home schooling personnel.
6. Participate in community coalitions as assigned.
7. Provides regular updates to Board of Health, Board of Supervisors and other entities as assigned.
8. Promotes prevention programs through public speaking engagements, the print media, television, and radio appearance.

A minimum of 75% of time will be in direct service and reflected in statistical reports.

## **TOOLS AND TECHNOLOGY**

Computer (desktop/laptop)

Multi-line telephone system  
Copy machine/scanner  
Cell phone  
Video conferencing equipment  
Microsoft Office software  
Web Browser software  
Database software

**POSITION TYPE**

This is a full-time, non-exempt position.

**TRAVEL**

Some travel may be required for this position. A valid Iowa driver's license is required.

**WORK ENVIRONMENT**

The noise level is usually minimal to moderate. Works in well-lighted, climate-controlled environment.

**PHYSICAL DEMANDS**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands.*

While performing duties of the job, the employee is regularly required to stand; walk; may need to sit for extended periods of time; use stairs, as needed; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Physically move to access all YSS locations. Employee must regularly lift and/or move up to 15 pounds, repeatedly. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

**VOLUNTEERISM**

This position will engage and assist all YSS volunteers (individuals and groups) adhering to volunteer management best practices to ensure meaningful volunteer experiences. This position will maximize the skills and interests of all YSS volunteers to better impact our organization and the youth and families we serve.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**YSS EMPLOYEE COMMITMENT**

Commitment to agency core values and mission.  
Understand and adhere to accreditation standards, agency policy, and licensing requirements.  
Responds in a timely manner to internal and external stakeholders  
Understands a culture of Trauma Informed Care, and models positive interactions at all times.