

**AKRON-URBAN MINORITY ALCOHOLISM DRUG ABUSE
OUTREACH PROGRAM, INC.**

Job Description

TITLE: Prevention Specialist	DEPARTMENT: Community and Education Services Department [Prevention]
SUPERVISOR: Prevention Supervisor	SALARY GRADE: 4
WORK SITE: 665 W. Market Street	HOURS OF WORK: Flex (Some Weekends)
SUBORDINATES: None	

QUALIFICATIONS: Completion of at least a two (2) year degree in human services discipline, i.e.: Criminal Justice, Psychology, Alcohol/Drug Prevention, coupled with at least one (1) year of relevant work experience. Must possess a valid State of Ohio vehicle operator's license. Must be a Certified Prevention Consultant or Specialist or be eligible for certification. Please note that upon hire, if you do not meet all qualifications, you must show proof within 90 days of employment of meeting the requirements [e.g., enroll in an accredited college or university or applied for the certification process, etc.]

Prevention Specialist Responsibilities and Authority:

1. Provide informational and educational presentations to program youths and adults and community groups and organizations related to alcohol and substance abuse awareness activities.
2. Provide training in cultural aspects of alcohol and drug abuse, cross-cultural communication, particular needs of the minority communities, with emphasis on African Americans.
3. Participate in regularly scheduled in-service training programs for Akron-UMADAOP, Inc. staff.
4. Plan, organize and assist in conducting drug free youth activities and workshops.
5. Identify individuals who are chemically dependent and assist consumers in accessing treatment facilities and supportive service agencies.
6. Attend and participate in assigned committee meetings as a representative of the organization.
7. Conduct consumer follow-up procedures (as stated in the Consumer Procedures Manual)

Procedural Responsibilities and Authority:

1. Applies for and participates in the Professional Staff Organization and encourages professional growth among peers.
2. Attends Agency In-Service Training and outside workshops to continuously upgrade prevention skills.
3. Consults with other staff members about problem areas.
4. Adheres to Agency Policy and Procedures, making suggestions to the Supervisor as needed.
5. Adheres to the Performance Improvement Standards in completing Prevention documentation.
6. Participates in weekly staff meetings conducted by the Supervisor or Management and attends all staff meetings as scheduled.
7. Promotes a positive impression of self, and the Agency, in the community by presenting a professional image.
8. Performs other duties as assigned.