

AKRON-URBAN MINORITY ALCOHOLSIM DRUG ABUSE
OUTREACH PROGRAM, INC.

Job Description

TITLE: Prevention Supervisor	DEPARTMENT: Prevention
SUPERVISOR: Program Director	SALARY GRADE: 5
WORK SITE: 665 W. Market Street	HOURS OF WORK: Flex (Some Weekends)
SUBORDINATES: Prevention Staff	

QUALIFICATIONS: Bachelor's Degree preferred, Associate's Degree required in community health/services, education, sociology, counseling or family life. Experience in planning and developing community outreach programs. Proficiency in designing and implementing professional training programs with adolescents and adults. Demonstrated abilities in staff supervision, program planning, evaluation and verbal and written communication. Must possess a valid State of Ohio vehicle operator's permit. Must be a certified prevention consultant or specialist to be certification eligible. 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.).

Duties and Responsibilities:

1. Assist the Chief Executive Officer in planning, developing and implementing of new and planned proposals related to prevention services/activities.
2. Implement new prevention services and sites in accordance with Board decisions and one or five year plan.
3. Identify prevention and outreach staff training needs and work with the Program Coordinator to meet those needs.
4. Supervise Prevention Specialists.
4. Monitor administrative systems for client services delivery, including collection and analysis of client data.
5. Ensure that required statistical reports are completed on a timely basis.

Prevention Responsibilities and Authority:

1. Develop, teach and evaluate activities for at-risk youth in community settings. Supervise Prevention Specialist staff for prevention programs.
2. Research, develop and teach drug/alcohol and human sexuality curriculum for community professionals.

3. Develop and teach family life, drug/alcohol and human sexuality education program to children, adolescents and adults in school and community settings.

Community Relations Responsibilities:

1. Serve as community representative to establish networking relationships to promote referrals and service of organization.

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. Participates in weekly staff meetings conducted by the supervisor or management, and attends all staff meetings as scheduled.
6. Promotes a positive impression of self and of the Agency, in the community by presenting a professional image.
7. Performs other duties as assigned.