

POSITION DESCRIPTION**PREVENTION SPECIALIST**

Prevention Services
Center for Child and Family Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Prevention Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position in which the incumbent works as part of the Prevention Services within the Center for Child and Family Services to provide in-community prevention programs for children and their families. He/she will work with human service agencies, schools, local jurisdictions, industries and citizen groups to provide appropriate consultation and implementation of parenting and other prevention programming. The primary focus will be providing parenting support using evidence-based programs such as Family Check Up, Everyday Parenting, or Strengthening Families. He/she will also help coordinate prevention activities within the community about Family Wellness as well as other alcohol, tobacco and other drug prevention activities pertaining to youth and families.

The position reports to the Program Manager I. In carrying out the position requirements, he/she plans own works after definite objectives are set by the supervisor with unusual situations being referred to the supervisor. The incumbent exercises sound judgment is cooperative and maintains confidentiality when performing assigned duties and responsibilities. In carrying out the position duties, the incumbent performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provides assessment of individuals and families referred to participate in the Family Check Up and Everyday Parenting programs.
2. *Provides direct facilitation of the parenting program with the parent and child in the office or in the community.
3. *Provides consultation to other agencies regarding parenting support services for children, adolescents, families and workers.
4. *Provides liaison with local agencies in order to coordinate family wellness efforts.
5. *Works evening hours as required by assignment by the Prevention Director.
6. *Receives supervision of facilitation and program implementation as needed.
7. *Maintains current and complete records.
8. *Attends required meetings and trainings provided by Family Check-Up staff.
9. *Supervises volunteers or students as assigned.
10. *Reads all agency communication (i.e., Staff Notes, E-mail, etc.).
11. *Performs other duties as assigned in keeping with general description of this position.
12. *Ability to drive to contract schools, use of computers and Internet to record services in State Database.
13. *Performs other duties as assigned in keeping with the general description of this position.

QUALIFICATIONS:

Bilingual preferred (English-Spanish). In addition, the incumbent must possess the following qualifications, knowledge, skills and abilities:

Education: Bachelor's Degree in pertinent mental health or education field.

Experience: At least one year of experience in the mental health or education field preferred.

Licenses and Certifications: To ensure the safe and efficient operation of the program, a valid Virginia Driver's License, plus an acceptable driving record as issued by the Division of Motor Vehicles are required. For client related use of a personal car, a certificate of valid personal automobile insurance must be provided.

Knowledge of: principles, theory and strategies of treatment/training/prevention in the field of mental health and substance abuse, school systems and developmental growth/stages for children and adolescents.

Skills in: therapeutic techniques, child and family work, outreach modalities, public speaking, report writing, teaching of skills and communication with all age groups, using computers to accomplish paperwork, as well as to enter service delivery data to the internet based State Database.

Abilities to: provide prevention/education services to groups, families and individuals on matter pertaining to the Family Check-

PREVENTION SPECIALIST
Center for Child and Family Services – Region Ten Community Services Board
Page 2

Up/Everyday Parenting program and provide consultation in these areas to community members and agency partners.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
500 Old Lynchburg Road
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART:

```

Program Manager I
|
Prevention Specialist

```

GRADE: 9

SCHEDULE: Varies according to program director