

**POSITION DESCRIPTION**

**PRN SOR PREVENTION SPECIALIST**  
**Prevention Services/ Family Wellness**  
Center for Child and Family Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: PRN SOR Prevention Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position in which the incumbent works as part of Prevention Services to provide implementation support for the state opioid prevention grant at Region Ten. The incumbent shall assist with building relationships with community stakeholders addressing the opioid crisis, supporting coalition meetings, developing and marketing of opioid public awareness materials, and assisting with community education and training events, and tracking coalition activities.

The incumbent reports to the Coalition Director with informal reporting to Prevention Director, for data entry purposes. The incumbent receives general supervision, referring specific situations to the supervisor when clarification of policy is needed. In carrying out the position duties, the incumbent performs in accordance with applicable professional ethics and established Region Ten policies.

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

MAJOR DUTIES:

- Familiarize self with logic model and best practices that guide opioid prevention work.\*
- Build relationships with opioid stakeholders who are critical to regional prevention efforts.\*
- Convene opioid community based prevention work group and engage partners in activities in Region Ten's logic model for opioid prevention.\*
- Develop opioid prevention and public awareness materials as needed. Coordination dissemination of these into the community via social media, media, and targeted placement of print marketing materials.\*
- Coordinate opioid public awareness and training events.\*
- Participate in community health fairs and other community education events.\*
- Develop method for tracking opioid prevention materials and coordinate data entry into formal grant reporting systems.
- Attend additional required meetings.\*
- Reads all agency communication (i.e., Ten, Region Ten's newsletter, E-mail, etc.).\*
- Performs other duties as assigned in keeping with general description of this position.\*

QUALIFICATIONS:

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 Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. In addition, the incumbent must possess the following qualifications, knowledge, skills and abilities:

Education: Bachelor's Degree in pertinent mental health field (e.g., public health, social work, psychology, nursing) is required.

Experience: Human services experience.

Licenses and Certifications: Virginia driver's license plus an acceptable driving record as issued by the Division of Motor Vehicles are required.

Knowledge of: principles, theory and strategies related to prevention, community coalition building and outreach, family systems and child development, and intervention techniques; research and practice of prevention assessment, evaluation and database management principles; and the practices of staff recruitment, supervision, training and evaluation.

Skills in: program planning, development, and implementation; prevention and treatment strategies in mental health, and substance addiction; public speaking, public relations, training and presentations; provision of services in a variety of different environments to a variety of audiences; and organization of records and report writing.

Abilities to: stay abreast of the opioid research and best practices in prevention; provide prevention education services to groups, families and individuals; maintain collaborative working relationships with representatives of various agencies and grassroots organizations to perform outreach, public education, and program implementation; provide consultation to other

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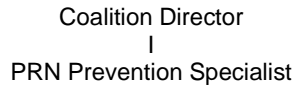
agencies; carry out established policies and procedures; model professional behavior; motivate and lead staff in the successful performance of their service delivery.

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

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

POSITION ORGANIZATION CHART



GRADE:    9

SCHEDULE: PRN: Schedule determined by program and coalition needs. Anticipated approximately 16 hours/week.

Position Description Updated: November 20, 2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

I understand that funding for this position has only been secured for one year.

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Signature

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Name Printed

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Date