

Position Title: Prevention Specialist
Program: Prevention
Program Location: Madras, Oregon
Supervisor: Prevention Supervisor
Employment Status: Full-time
FLSA Classification: Non-Exempt Hourly
Salary/Wage: \$15.00 - \$19.68 DOE

Summary: This position collaborates with community members, the Jefferson County Prevention Coalition, Youth Leaders, Prevention staff, and the Program Director of Madras BestCare Treatment Services to:

- a) Recruit and educate youth about alcohol, marijuana, prescription medication, tobacco, and other drug prevention
- b) Suicide prevention
- c) Mental health promotion
- d) Life skills development

This position must reflect a high energy, enthusiastic relatability with youth, community members, and staff.

Job Relationships:

- Reports to: Prevention Supervisor, Program Director
- Employees Supervised: None

Essential Functions and Responsibilities:

1. Community outreach and youth recruitment throughout Jefferson County
2. Facilitation of Youth Leader Coalition
3. Build working relationships with school staff and administrators; present evidence-based curricula to students throughout Jefferson County schools
4. Collaborate with prevention staff in the tri-county area to implement prevention action plan
5. Collect and analyze data
6. Public presentations
7. Submit information as requested to Prevention Supervisor for website, social media, and print media
8. Occasional evening/weekend hours
9. Other prevention duties as assigned by Supervisor

Experience and Education Minimum Requirements:

1. High school diploma or equivalent required.
2. Associate's or Bachelor's degree in Social Services or related field preferred.
3. Certified Prevention Specialist (CPS) also preferred.
4. Prior experience working with youth required.
5. Bi-Lingual; Spanish preferred / English required, written and spoken

Knowledge, Skills and Abilities:

1. Experience working with diverse communities and with youth
2. Possess knowledge, skills, and abilities demonstrating competency in the following essential job functions: Strong ability to maintain community relationships, demonstrated understanding of diversity, equity, and policy change
3. The BestCare Treatment Services Prevention Office supports a drug-free and smoke-free workplace and requires its employees and volunteers to represent this policy
4. Maintain confidentiality as required by BestCare Treatment Services policies and procedures
5. This position requires travel to various trainings, workshops, and conferences in personal vehicle (with approved mileage reimbursement). A valid Oregon Driver's License
6. Ability to read, analyze and interpret common scientific and technical information, government journals and documents, collect data, establish facts, develop reports, and utilize data graphs; ability to effectively utilize a computer in daily work; ability to work well with others and independently; ability to present information to management personnel or public groups
7. If not already obtained, applicant will receive various training and education towards his/her Certified Prevention Specialist certification over a period of time, with Supervisor's approval

Tools and Equipment Used:

Proficient use of laptop computer, scanner, copy machine, telephone, projector, MS Word, Excel, Outlook, Website and social media.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

This position will be housed at the BestCare Treatment Services Prevention Office in Madras, Oregon. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee will also meet with community members in a variety of locations throughout the county as determined by Prevention Partners and availability of meeting space. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Some evening and weekend work may occasionally be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is an office setting as well as travel to other organizations, schools, hospitals, community gathering places, etc. Travel within Madras, Warm Springs, Central Oregon and outside of Central Oregon required, must have reliable transportation.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)