

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
PREVENTION SPECIALIST**

**DEFINITION:**

Under supervision of the Executive Director of Student Support Services, this position will perform a variety of duties interacting with students, teachers, parents, schools, and community agencies to prevent substance abuse, violence, academic failure, unplanned pregnancy, disease, and delinquency through education and intervention services. Foster relationships between the districts, community organizations, county office, and public agencies to provide opportunities for the youth of Tehama County.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

**Prevention Activities**

- Plan, organize, and coordinate prevention activities and presentations, including: trainings, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities.
- Provide direct prevention education, intervention services, or case management to children ages 5-18.
- Engage and provide technical assistance and training to school personnel, parents, and community members in prevention programs.
- Transport youth, utilizing county vehicles, to prevention-related events and activities.
- Implement other projects, activities, or job duties as assigned.
- Drive frequently for department business.

**Mentoring Activities**

- Plan, organize and coordinate mentoring recruitment of adults.
- Assist students in accessing community services such as counseling, tutoring, mentoring, vocational training, and other services that may be to their benefit.
- Recruit students who need mentors and match them with appropriate adults.
- Plan, organize and coordinate pro-social activities for students.

**Community Collaboration**

- Select and evaluate various educational and informational materials and programs.
- Participate in collaborative meetings and committees to benefit school-aged youth.
- Travel to multiple sites to provide services to students, teachers, community partners, businesses, and participate in meetings.

**Data Collection**

- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements.

QUALIFICATIONS and REQUIREMENTS:

- Bachelor's Degree in health related or social services field preferred.
- Two (2) years paid or volunteer experience providing service in community programs, serving at risk youth populations, facilitating groups, public speaking, and prevention.
- Coursework or training in prevention philosophy, youth development, substance abuse, or case management.
- Related college level education and/or experience may be substituted on a year for year basis. Experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.
- Valid California driver's license and evidence of insurance.
- Experience in data collection and reporting.

KNOWLEDGE OF and ABILITY TO:

- Understand and apply principles, methods, procedures, and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among children of school age such as drug, alcohol, tobacco use, violence, teen pregnancy, obesity, mental illness and unintentional injury prevention.
- Communicate effectively in oral and written form.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Terms of Employment:

Salary and work year to be established by County Superintendent