



Prevention Specialist I

Job Description

Department: Health
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Program Manager - Prevention

Summary

Under close supervision of the Program Manager – Prevention, performs routine para-professional work to support the development, design, coordination, and administration of drug and alcohol prevention and intervention activities in Utah County. Expedites day-to-day processes related to providing direct services to all age groups within community agencies such as juvenile justice, school districts, state agencies, and community coalitions. Coordinates and assists with evaluation and adjustment of prevention programs, strategies, and policies. Performs tasks at an entry or training level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate or assist with activities specific to assigned programs, plans, or grants, as assigned.
2. Assess drug and alcohol prevention needs and assist with developing public policy and legislation.
3. Assist with developing comprehensive drug and alcohol prevention plans based on the needs of Utah County communities.
4. Assist with coordinating national and state campaign promotions for Utah County residents.
5. Assist with identifying and implementing drug and alcohol prevention programs in accordance with comprehensive local health plans about risk and protective factors.
6. Assist with identifying, developing, and implementing school curricula, community classes, and public education related to drug and alcohol prevention.
7. Evaluate the impact of drug and alcohol prevention programs.
8. Support comprehensive prevention services throughout the county; disseminate information and assist with education and consultation services and networking with other agencies or groups.
9. Assist with implementing the performance plans of grants; assist with preparing annual renewal plans.
10. Maintain knowledge of current evidence-based prevention practices and drug use trends; attend and complete required training and technical reading, as needed.

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Job Title: Prevention Specialist I
FLSA: Non-Exempt
Effective Date: 9/18/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Complete prevention related documentation and data collection as required by state contracts, including community assessments, resource and program assessments, and program planning and evaluations.
12. Respond to public health emergencies as required by department or division administration.
13. Carry mobile phone or other emergency communication devices during all work hours and at all other times when unavailable.

Knowledge, Skills, and Abilities

- Knowledge of the drug and alcohol risk and protective factor model
- Knowledge of the principles of human behavior modification
- Knowledge of drug and alcohol prevention and treatment terminology, methodology, organization, and practices
- Skilled in written and verbal communication
- Skilled in interpersonal relations
- Skilled in software applications, including Microsoft Office
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to write technical reports, develop curriculum, and make effective presentations
- Ability to participate as an active member of assigned team
- Ability to participate in policy development and prevention advocacy processes

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment but work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent is occasionally exposed to contagious or infectious diseases. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee is required to work for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or otherwise move objects weighing up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Health, Behavioral or Social Science, or a closely related field.
2. Two (2) years of work experience in health education, behavioral health, social work, substance abuse, or a related field.
3. A completed, related master's degree may be substituted for two (2) years of related work experience.

Additional Eligibility Qualifications

1. Incumbent must complete Substance Abuse Prevention Specialist Training (SAPST) within the probationary period for new hires or the trial period for promoted County employees.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.

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3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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