



COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

JOB POSTING

APPLICATION DEADLINE: Open until filled

JOB TITLE: Prevention Specialist (Chester County field office; Bi-Lingual Required)

REPORTS TO: Prevention Program Coordinator

STATUS: Non-Exempt

HOURS: Full time

SUMMARY DESCRIPTION:

The Prevention Specialist provides addiction prevention services for children, youth and adults throughout Chester County. This staff person supports our Addiction Resource Center (or ARC) by answering information and referral assistance calls from individuals seeking resources as well as developing, identifying, and disseminating materials relevant to the field of addiction prevention. Direct delivery of Evidence Based Programs and Evidence Informed Programs is a regular activity for the Prevention Specialist. The Prevention Specialist will deliver these services in locations such as the community, school, or Chester county Compass Mark office. In addition, the Prevention Specialist represents Compass Mark at community events and may deliver speaking engagements or conduct trainings related to the above.

PRIMARY RESPONSIBILITIES:

1. Maintain subscriptions to magazines, journals, newspapers, newsletters, drug and alcohol services, and other related sources of information for the Chester county Addiction Resource Center (or ARC).
2. Ensure that the Chester County office has adequate inventory of literature, brochures, and pamphlets making sure that they are available upon request at both the central repository (the ARC) and any satellite locations.
3. Develop and maintain a comprehensive human services resource file, including local treatment providers and support groups that allows quick and accurate responses to I&R requests.
4. Contribute to and maintain accurate list of stakeholder and partner contacts in the community.
5. Submit posts for social media and other organizational publications which highlight the work of Compass Mark in Chester County as required.
6. Maintain current knowledge about alcohol, tobacco, other drugs, and gambling (ATODG), including the unique needs and risk factors of individuals experiencing addiction in Chester County.
7. Attend community events as a representative of Compass Mark; this includes speaking engagements and/or health fairs to engage with individuals and distribute prevention information and resources.
8. Develop and contribute to Chester County specific fact sheets and other information for dissemination in the community.
9. Participate on any internal teams on projects, organizational initiatives or collaborations as assigned.

10. Answer information and referral calls connecting callers to resources and services appropriate to their needs.
11. Report completed documentation of all services provided according to state and county reporting requirements as required by service in a timely, accurate fashion.
12. Apply prevention theories and best practices to all aspects of Prevention Specialist duties and follow program-specific protocols.
13. Implement prevention specific programming to identified populations as assigned.
14. Build partnership and rapport with community stakeholders contributing to local prevention efforts and priorities as able or as assigned by the Prevention Program Coordinator.
15. Support the mission of Compass Mark in the community and adhere to the agency's core values.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Skills:

Bachelor's degree and one year of experience working directly with various risk populations in the school or community, or any combination of education, training, and experience that demonstrates the ability to perform the duties of the position. Three years proven success implementing community programs or working with moderate to high risk youth is desired. Knowledge of Chester County Drug & Alcohol services and resources. Must have comprehensive understanding of addiction and its effects on individuals. Working knowledge of other local social services, systems of public and private education, and supports for children, adults and professionals. Excellent verbal and written communication abilities. Fluency in Spanish required. Must have a working knowledge of software programs including MS Office (Outlook, Word, Excel, & PowerPoint).

Qualities: Excellent problem solver and ability to work independently. Strong organizational skills and capacity to manage multiple projects; Must be flexible and capable of working in fast-moving yet at times ambiguous community context, while maintaining focus on clear solutions; Ability to work in a multicultural and diverse environment utilizing collaborative and team-oriented approaches; Commitment to high professional ethical standards.

Language & Reasoning: Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

Travel: Employee must have willingness to travel (including periodic evening meetings) and access to reliable transportation. The employee must also possess a valid driver's license and required vehicle insurance.

Work Environment and Physical Demands: The employee is frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access files and equipment, and operate a telephone, mouse, and keyboard. The employee must be able to occasionally lift and/or move

up to 25 pounds. Other abilities required by this job include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

Equal Opportunity Employer / MF

All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, gender identity, handicap, or sexual preference.

Compass Mark values diversity and desires applications from diverse individuals.

To apply: Email a cover letter and resumé to Liz Sanchez-Stanley, lsanchez-stanley@compassmark.org, or mail to: Compass Mark, 1891 Santa Barbara Drive Suite 104, Lancaster, PA 17601.
No phone calls, please.