



# COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

## JOB ANNOUNCEMENT

**JOB TITLE:** Prevention Specialist – Lebanon County

**STATUS:** Full-Time, Non-Exempt

**OPEN UNTIL:** Position is Filled

*Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.*

### **SUMMARY DESCRIPTION:**

The Prevention Specialist provides addiction prevention services for children, youth and adults throughout Lebanon County. This staff person supports our Addiction Resource Center by answering information and referral calls from individuals seeking resources, as well as developing and disseminating materials relevant to the field of addiction prevention. The direct facilitation of evidence-based programs in the schools and community is a regular activity for the Prevention Specialist. In addition, the Prevention Specialist represents Compass Mark at various events and stakeholder meetings in the community.

### **PRIMARY RESPONSIBILITIES:**

1. Facilitate the delivery of evidence-based and evidence-informed prevention curricula to children and youth in local schools, and to adults in community settings.
2. Acquire training and knowledge around Compass Mark's menu of prevention curricula, and effectively market these programs to local schools and community partners in collaboration with Program Manager.
3. Administer program pre- and post-tests to students, and collect program attendance sheets, for proper reporting and evaluation of services provided.
4. Build relationships with key community stakeholders, with a focus on supporting and enhancing prevention efforts and county-wide priorities.
5. Maintain subscriptions to magazines, journals, newspapers, newsletters, drug and alcohol services, and other related sources of information for the Addiction Resource Center (or ARC).
6. Ensure that the Lebanon County office has adequate inventory of literature, brochures, and pamphlets and that they are available upon request by the public.
7. Develop and maintain a comprehensive local resource file, including treatment providers and support groups that allows quick and accurate responses to requests.
8. Contribute to and maintain an accurate list of stakeholder / partner contacts in the community.
9. Submit posts for social media and other organizational publications which highlight the work of Compass Mark in Lebanon County.
10. Maintain current knowledge about alcohol, tobacco, other drugs, and gambling (ATODG), including the unique needs and risk factors of individuals experiencing addiction.
11. Attend community events as a representative of Compass Mark, including speaking engagements and health fairs to engage with individuals and distribute prevention information and resources.
12. Develop and contribute to Lebanon County fact sheets and other information for dissemination in the community.
13. Participate on any internal teams to support specific projects, organizational initiatives or collaborations as assigned.

14. Answer information and referral calls connecting individuals to resources and services appropriate to their needs.
15. Submit regular reports and complete documentation for all services provided, according to state and county requirements in a timely, accurate fashion.
16. Apply prevention theories and best practices to all aspects of Prevention Specialist duties and follow program-specific protocols.
17. Conduct a variety of community needs assessments, utilizing gathered data for the preparation of written reports for distribution to internal and external stakeholders.
18. Support the mission of Compass Mark in the community and adhere to the agency's values.

## **REQUIRED QUALIFICATIONS**

**Education & Skills:** Bachelor's degree and one year of experience working directly with children and youth in the school and/or community, or any combination of education, training, and experience that demonstrates the ability to perform the duties of the position. Three years of experience implementing community/school-based programs or working with moderate to high-risk youth is preferred. Knowledge of Lebanon County Drug & Alcohol services and community resources is preferred but not required. Excellent verbal and written communication abilities. Fluency in Spanish is a plus. Must have a working knowledge of software programs including MS Office (Outlook, Word, Excel, & PowerPoint).

**Qualities:** High attention to detail with strong analyzation skills. Able to complete job tasks with limited supervision. 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 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 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.

## **EMPLOYEE BENEFITS**

Compass Mark offers a competitive benefit package for all full-time employees including health insurance, term life insurance, paid time off (starting at 15 days in first year), paid holidays, tuition reimbursement, a generous 401k retirement plan, and much more!

### ***Equal Opportunity Employer***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.***

***Compass Mark values diversity and desires applications from diverse individuals.***

**TO APPLY**

Email a cover letter and resumé to Hannah Gibson at [hgibson@compassmark.org](mailto:hgibson@compassmark.org), or mail to: Compass Mark, 1891 Santa Barbara Drive Suite 104, Lancaster, PA 17601. No phone calls, please.