



JOB ANNOUNCEMENT

JOB TITLE: Prevention Specialist – Chester County

REPORTS TO: Program Manager – Chester County

STATUS: Full-Time (40 hrs/wk), Non-Exempt

LOCATION: Exton, PA

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 works within the schools and community of Chester County as an ambassador for Compass Mark and is responsible for implementing prevention curricula for children and youth. They provide psycho-educational programs approved by the state of Pennsylvania to prevent alcohol, tobacco, other drug use and gambling. They are also responsible for offering information and referral assistance for individuals seeking resources, as well as maintaining a robust inventory of information for dissemination. In addition, the Prevention Specialist represents Compass Mark at community events and may deliver speaking engagements or conduct training related to the above.

PRIMARY RESPONSIBILITIES:

1. Provide addiction prevention programming through direct instruction within school classrooms and work with students to enhance the development of healthy decision-making, concern about self, family and peers, and coping skills.
2. Implement prevention-specific programming to identified youth and adult populations as assigned through Universal, Selective, and Indicated strategies.
3. Gain and maintain a deep understanding of Compass Mark's program curricula to manage a program effectively and work towards accomplishing outcomes.
4. Use knowledge of Compass Mark's programs to assist the Program Manager in marketing these offerings within schools and the community.
5. 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.
6. Maintain current knowledge about alcohol, tobacco, other drugs, and gambling (ATODG), including the unique needs and risk factors of individuals experiencing addiction.
7. Answer information and referral calls connecting callers to resources and services appropriate to their needs.
8. Ensure that the office has a robust inventory of literature, brochures, and pamphlets to be available upon request.
9. Develop and maintain a comprehensive human services resource file, including local treatment providers and support groups that allows quick and accurate responses to calls made to Compass Mark's information and referral line.
10. Contribute to and maintain an accurate list of stakeholder and partner contacts in the community.

11. Build partnership and rapport with community stakeholders that contribute to local prevention efforts and priorities as able or assigned by the Program Manager.
12. Submit information for posts on social media and other organizational publications which highlight the work of Compass Mark.
13. Develop and contribute to fact sheets and other information for dissemination in the community.
14. Participate in internal teams on projects, organizational initiatives or collaborations as assigned.
15. Submit reports of services provided per state and county reporting 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. Support the mission of Compass Mark in the community and adhere to the agency's core values.

REQUIRED QUALIFICATIONS

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 of proven success implementing community programs or working with moderate to high-risk youth is desired. Knowledge of local drug & alcohol services and resources. Must have a comprehensive understanding of addiction and its effects on individuals. Working knowledge of other local social services, systems of public and private education, and support for children, adults, and professionals. Excellent verbal and written communication abilities. Fluency in Spanish a plus. 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 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.

EMPLOYEE BENEFITS

Compass Mark offers a competitive benefits package for all full-time employees which currently includes health insurance (Compass Mark pays 90% of employee medical premium), term life insurance, paid time off, paid holidays, tuition reimbursement / educational assistance, a generous 401k retirement plan, and other benefits.

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 **Staci Strauss**, Administrative Coordinator, at sstrauss@compassmark.org. No phone calls, please.