



Class Code: 04-2228
FLSA: Non-Exempt
EEO: 05
Bargaining Unit: 4
Revised: 10/2020

PREVENTION SPECIALIST

DEFINITION

Under general supervision, provides education, consultation services, and training for other staff, community agencies, and the public; performs prevention activities designed to prevent alcohol and drug abuse in the county; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized Prevention Specialist class series. Incumbents provide a variety of substance abuse prevention, education, and consulting work. Incumbents may be assigned administrative responsibility for special programs such as the court mandated DUI.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Substance Abuse Program Administrator; Substance Abuse Prevention Coordinator; Mental Health Director. This is not a supervisory classification.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Participates in the development, monitoring, and coordination of program goals.
- Meets with individuals, families, and groups in a variety of settings to promote substance abuse prevention.
- Maintains records and prepares reports for state and local agencies.
- Monitors prevention activities and conducts community substance abuse prevention programs for targeted groups, such as children or young adults.
- Promotes local neighborhood action groups designed to address local alcohol and other drug related problems.
- Participates in community discussions and activities related to prevention strategies.
- Assists in promoting the development of collaborative prevention efforts, with a focus on community-based processes and environmental strategies.
- Assists in conducting prevention activities via data collection and analysis, and in full compliance with federal, state, and county regulations related to the operation and management of assigned program components.
- Assists in the development, maintenance, and review of program protocols, procedures, and strategies.
- Assists in the maintenance of literature and audio-visual materials.
- May attend meetings, conferences and planning sessions.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Psychological and social aspects and characteristics of substance abuse.
- Drugs and drug abuse patterns, alcoholism, and the physiological effects of drug abuse and alcoholism.
- Methods and techniques for conducting assessments of individuals' substance abuse problems.

- Available community resources for substance abuse services.
- Requirements and needs of persons with serious substance abuse problems.
- State and local laws, policies, and procedures governing the administration of alcohol and drug prevention and treatment programs, especially those pertaining to an individual's legal rights.

Ability to:

- Handle stress and unstable client behavior.
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.
- Explain complex and technical terminology and concepts in an understandable and non-threatening manner.
- Establish and maintain a variety of personal and administrative records, clinical documentation, and related materials.
- Effectively represent the substance abuse program in contacts with clients, the public, community organizations, other county staff, and other government organizations.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certifications:

Possession of, or ability to obtain, a valid California Driver's license.

Education and Experience:

One (1) year of experience working in substance abuse prevention or related social services in a public or certified private welfare agency.

Completion of a two (2) year college degree in behavioral sciences, psychology, social work, marriage, and family counseling, or a related field.

OR

Completion of a four (4) year college degree in behavioral sciences, psychology, social work, marriage and family counseling, or a related field.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.