

Job Posting

August 15, 2019

POSITION

Prevention Educator

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Dependent Upon Experience

REPORTS TO

Clinical Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes Evidence Based Practice (EBP) such as curriculum, early intervention, environmental strategies and counseling services as indicated, to youth aged 5-20 years.
- Attends necessary EBP curricula training sessions in order to become proficient in facilitation with fidelity.
- Monitors participant attendance to achieve a minimum of 80%.
- Submits sufficient documentation in a timely manner on a monthly basis.
- Refers participants for support services internally or externally for appropriate services.
- Assists in outreach efforts to school administrators, teachers, and parents to provide appropriate services.
- Collaborates in the supervision of after school and summer programming as specified.
- Supervises after school Prevention Group Leaders as necessary to achieve prevention goals.
- Participates in weekly individual and monthly group case conference sessions as scheduled.
- Attends community meetings as scheduled to inform stakeholders and constituents of services.
- Fulfills the designated amount of weekly counseling and EBP sessions as specified.
- Completes all other assignments and tasks as specified by supervision.
- Organizational and analytical skills which are informed by the priorities of the prevention program.
- Proficiency in Microsoft Office programming and internal databases monitoring progress to fulfill program goals.
- Ability to organize and maintain detailed records, complete necessary paperwork and meet prescribed deadlines.
- Capability to communicate well verbally and in writing.
- Adaptability to meeting changing priorities and meeting deadlines
- Responsible for the clerical organization and online reporting of EBP, counseling and positive alternative sessions.

COMPETENCIES

- Possession of, or ability to, obtain Credentialed Prevention Specialist (CPS) Certification
- Two years qualifying prevention work experience

EDUCATION EXPERIENCE

- Bachelor's degree preferred; High School /GED Graduate required.

APPLICATION DEADLINE

ongoing

SUBMIT RESUME & COVER LETTER TO

Crystal Turner, Business Manager

cturner@riseboro.org

Please put "OASAS Prevention Educator Position" in e-mail subject line.