

## POSITION ANNOUNCEMENT

**JOB TITLE:** Prevention Specialist

**RATIONALE:** The Prevention Specialist will be responsible to assist in the implementation of substance abuse prevention programs and activities in Clark and Edgar Counties. Activities include facilitating evidence based prevention curricula, assisting with communication campaigns and other prevention related activities in school and community settings. The Prevention Specialist will also participate in ongoing agency meetings and required trainings. Maintaining best practices in prevention and following the core values and work plan guidelines as prescribed by the Department of Human Services will be expected.

**DESIRABLE QUALIFICATIONS:**

1. Bachelor's degree in human services field or equivalent training and experience preferred;
2. Community organization skills;
3. Good communication and public speaking skills;
4. Awareness of substance abuse prevention field;
5. Experience working with middle-school aged youth;
6. Ability to maintain accurate complete records of programs and projects (including, sign-in sheets, pre/post test evaluations, and any other necessary documentation.)

**MINIMUM QUALIFICATIONS:**

1. Ability to pass pre-employment background checks, including but not limited to a FBI criminal background check and drug testing.
2. Bachelor's degree or Associates Degree and 3 years related experience

**PAY GRADE LEVEL:** III**EXEMPT/NON-EXEMPT STATUS:** Exempt**PHYSICAL REQUIREMENTS:**

1. Stand, walk, sit, 11-40% of the time.
2. Climb stairs, stoop, kneel, crouch, crawl, twist, bend, 11-40% of the time.
3. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
4. Driving/operating vehicles, 41-75% of the time.
5. Talking and hearing for ordinary conversation, 76-100% of the time.
6. Hearing for ordinary conversation 76-100% of the time.
7. Visual acuity for 20" or less or for 20" or more, 76-100% of the time.

**HOURS:** Full Time: 36-40 Hours per week, Exempt (some weekends or evenings for events)**AVAILABLE:** 01/14/2019**SUPERVISOR:** Prevention Coordinator**HOW TO BECOME AN APPLICANT:****Internal Applicants:** must submit a letter of interest while this announcement remains posted at<http://www.hrcec.org/index.php/employment-new>**External Applicants:** 1. Must submit a completed application that identifies this position as the one being applied for to Jonathan Burns (via fax, E-mail, mail, or in person), 2. meet the minimum qualifications for the position, & 3. Application must be received while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

**CONTACT:** Jonathan Burns, Director of Continuous Quality Improvement;  
Human Resources Center of Edgar and Clark Counties;  
P.O. Box 1118; 118 East Court Street; Paris, IL 61944;  
(w)217-465-4118x1249; (Fax) 217-463-1899  
Jonathan.burns@hrcec.org