



# Karnes County Job Description

## Youth Prevention Specialist

|            |   |                    |            |
|------------|---|--------------------|------------|
| Department | Juvenile Probation  | FLSA Status        | Non-Exempt |
| Reports To | Chief Juvenile Probation Officer and/or Prevention Director | EEO Classification |            |

### Position Summary

The Prevention Specialist is responsible for the programmatic duties in the youth prevention programs (YPU, YPI and/or YPS) with the Department of State Health Services (HHSC) grant.

### Working Conditions

- Salary is commensurate with agency's funding status plus fringe benefits
- Position is considered full time year-round; based on assigned school schedule. Position does not earn vacation. Holidays are observed in accordance with the school district served
- Summer hours are a minimum of 16 hours per week up to 40 hours. Number of hours worked per week during the summer is dependent on what is required to complete job duties. Position requires flexibility
- Office based determined at time of employment

## ESSENTIAL FUNCTIONS

### Job Function

#### Responsibilities:

- Provide program services to youth and the community within the funded five Judicial District Counties (Karnes, Wilson, Atascosa, La Salle and Frio).
- Proficient knowledge in assigned evidence-based curriculum (Positive Action, Curriculum Based Support Group, and/or Strengthening Families)
- Administer assigned curriculum with fidelity to assigned participant demographics
- Conduct Alcohol, Tobacco and Other Drug (ATOD) positive alternative activities to youth and adults
- Create positive alternative activities and presentations that adhere to the HHSC requirements
- Attend and participate in community events, school events, and health/resource fairs to promote prevention programs
- Be familiar with and assist in meeting the quarterly and yearly HHSC performance goals for the assigned prevention program
- Form collaborative partnerships with area schools, service providers, agencies, and community representatives by attending community coalition meetings
- Submit weekly and monthly reports to the Prevention Director
- Attend agency, department, and program staff meetings. Attend the Annual Prevention Providers Meeting Conference
- Provide prevention presentations on the State's four priorities (underage alcohol use, tobacco and nicotine products, marijuana and other cannabinoids, and prescription drug misuse)
- Other duties as assigned



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## QUALIFICATIONS

| Education   | Experience  | License & Certification  | Testing  | Other   |
|---|---|--|--|---|
| <ul style="list-style-type: none"> <li>High School Diploma.</li> <li>Associate Certified Prevention Specialist Certificate (must be willing to earn within 20 months of employment).</li> </ul> | <ul style="list-style-type: none"> <li>Experience working with at-risk adolescents and families preferred.</li> </ul> | <ul style="list-style-type: none"> <li>Valid driver's license</li> <li>Position requires the employee be insurable, have reliable transportation, and have a valid driver's license. Personal vehicle will be used 75% of the time with mileage reimbursement</li> </ul> | <ul style="list-style-type: none"> <li>Good moral character with clear background check.</li> <li>Drug Test</li> </ul> | <ul style="list-style-type: none"> <li>Must be adaptable to change</li> <li>Must be able to concisely and clearly document</li> <li>Bilingual ability (Spanish and English) with the ability to converse fluently in both languages is preferred, but not required</li> </ul> |

### Special (Additional) Notes

#### Experience/Skills/Knowledge:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of populations in a diverse community
- Knowledge of community agencies and resources
- Skill in use of personal computers and related software applications, including Microsoft Office and e-mail
- Good communication skills, such as listening well and using language appropriately
- Collaborate effectively with community partners throughout service delivery area

#### Physical Requirements:

- Available to work flexible schedule which may include some nights and/or weekends
- Position could require long hours of standing or sitting at a computer workstation or driving
- Must be able to lift at least 10lbs and be able to set up tables, chairs, and pop canopies for events in addition to moving equipment needed for specific job assignments