

Job Summary:

Under the direct supervision of the Manager of the CHOICES Program, Prevention/Intervention Education Facilitator will have the responsibility to Develop, implement, and manage prevention education program and planning activities; provide technical assistance, advisory planning, and consultant services; serve as a liaison with the school site staff, the TCOE Choices project staff, and community agencies; and provide highly responsible and complex staff assistance to higher level management staff.

Essential Functions:

- Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
- Implement science-based programs and activities that effectively prevent alcohol, tobacco, and other drug use and gang participation.
- Coordinate and network with healthcare, prevention, and community agency representatives.
- Participate in and lead countywide prevention education programs.
- Provide fiscal and year-end reports for county and state.
- Coordinate and assist with countywide and/or regional program meetings with district and site representatives.
- Exercises in direct supervision over program specialist staff.
- Serve as a resource to parents and district, school site, TCOE, and community agency staff related to county prevention/intervention resources.
- Provide in-services and staff development for school personnel.
- Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
- Facilitate and participate in county committees representing alcohol, tobacco, and other drug prevention/intervention.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for instructional programs and activities; prepare statistical reports as required.
- Perform related duties similar to the above in scope and function as required.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Work with students in grades K-12 and in alternative school settings;
 - Plan, implement, and coordinate activities and procedures designed to ensure the successful completion of projects;
 - Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas;
 - Compile, analyze, interpret, and report research findings;
 - Establish and maintain effective working relationships with various constituencies;
 - Understand, interpret, and explain laws, codes, contracts, policies, and procedures;
 - Develop and present training materials;
 - Prepare clear and concise correspondence, reports, and other written materials;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 - Make independent decisions; protect confidentiality of student information and records.

- **Knowledge of:**

- Regional, youth-targeted counseling and treatment resources for substance abuse;
- Service learning educational programs;
- Recent research findings and trends relating to prevention/intervention education programs, including research and data on youth behaviors;
- California Healthy Kids Survey;
- Parent training and skill building programs;
- California Education Code, California Administrative Code, and the policies, rules, and regulations of the Tulare County Department of Education;
- Procedures, methods, and techniques of project and workflow organization;
- Instructional, behavior management, and facilitation strategies;
- Community-based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations sector;
- Software and internet tools necessary to promote communication and learning.

- **Ability to:**

- Be self-directed;
- Work well with others;
- Work flexible hours;
- Organize and use time effectively;
- Organize and conduct large group recreational activities;
- Keep accurate records;
- Communicate effectively both orally and in writing;
- Lift and carry 25 pounds.

- ▶ **Experience/Education Required:**

- Bilingual is desirable;
- A Bachelor's Degree from an accredited college or university with major course work in prevention, health education, or a related field plus 2 years of experience as a Prevention/Intervention Education Specialist; OR AA plus 2 years of experience as a Prevention/Intervention Education Specialist;
- Special certificates and/or licensure in prevention/intervention programs.

- ▶ **Licenses, Certificates, Clearances, Bonding and/or Testing:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Obtain & maintain first aid & CPR certificate.

FLSA: Non Exempt

May 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.