

**STAR COUNCIL ON SUBSTANCE ABUSE  
JOB DESCRIPTION**

**Title:**           **Prevention Specialist**

**Reports to:**    Director of Prevention Services

**Qualifications:**

- Graduation from an accredited college or university with degree in social services related area and/or graduation from an accredited high school with a minimum of two years in the field of substance abuse or related social services. Must be Certified Teacher.
- Knowledge of alcohol and drug abuse and its physiological and social effects.
- Strong knowledge of prevention strategies.
- Must have excellent verbal and written skills.
- Must work well and relate well to individuals and groups.
- Must have the ability to establish rapport with clients and community.
- Basic knowledge of community resources.
- Knowledge of adolescent development and willingness to work with youth population.

**Responsibilities:**

- Perform responsible alcohol, tobacco, and other drug education, information, individual and group facilitation, including planning organizing, directing and implementation of programs.
- Prepare and conduct prevention/intervention programs and services for youth and adults and referral sources.
- Plan, develop, and facilitate group activities.
- Prepare all documentation and reports required for program compliance in a timely manner.
- The education, information, and group presentations may require standing up to eight hours per day.
- During the summer months you may be exposed to excessive heat and strenuous physical activities (conducting sports, educational and activities).
- Perform other duties as assigned.

I have received and read a copy of this job description and agree that it is an accurate reflection of my job.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_